

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, December 21, 2021

**COUNCIL CHAMBERS
CITY HALL – 405 3RD STREET EAST
5:30 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC HEARING - RESIDENTIAL TAX ABATEMENT**
- 5. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 6. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
- 7. APPROVE AGENDA - *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***
- 8. CONSENT AGENDA - *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
 - 8.1. Approval of December 7, 2021 Council Proceedings (page 4-8)
 - 8.2. City of Thief River Falls Bills and Disbursements and Council Per Diems (page 9-37)
 - 8.3. Approval To Process Year-End Accounts Payable Through December 30, 2021 (page 38)
 - 8.4. Approval of Certification of Unpaid Grass/Weed Mowing Charges to Property Owners' 2022 Property Tax (page 39)

- 8.5. Approval to Write Off Uncollectible Utility Accounts (page 40-42)
- 8.6. Approval to Write Off Falls Liquor Store NSF Checks (page 43)
- 8.7. Approve the TRF Police Department squad car purchase of a 2022 Dodge Charger police vehicle from Dodge of Burnsville to be paid from 2022 budget (page 44-47)
- 8.8. Approve for the City of Thief River Falls a Tape Drive and Cartridges (page 48-49)
- 8.9. Approve to advertise for City of Thief River Falls 5-year Fuel supply (page 50)
- 8.10. Veterans Memorial Park Rebuild (page 51-53)
- 8.11. Approval of a Resolution to deed certain omitted real property to the Thief River Falls Golf Club and to authorize the Mayor and City Administrator to sign the same (page 54-64)

9. NEW BUSINESS

- 9.1. Approval of Tax Abatements (page 65-67)
- 9.2. Approval of 2022 Budget (page 68)
- 9.3. Approval of 2022 Tax Levy (page 69)
- 9.4. Procurement Policy (page 70-80)
- 9.5. Approve the Engineering contract from STAR Engineering Services – DER Interconnection Coordinator (page 81-171)
- 9.6. Approve a Cybersecurity Policy for the City of Thief River Falls (page 172-187)
- 9.7. To Approve the Mutual Aid Agreement between the Pennington County Sheriff's Office and the Thief River Falls Police Department for the Joint Special Response Team and for Signature by the Mayor and Chief. (page 188-194)
- 9.8. Approve a change order to eliminate the construction of the side trail to Belleville Court from the Franklin School Trail (page 195)
- 9.9. Call for a Feasibility Report for the potential 2022 Street & Utilities Improvements. (page 196-197)
- 9.10. Approval of 2021 MAPS Contract and revision to City Administrator and Human Resources Specialist Agreements (page 198)
- 9.11. Change Order for the Meter Data Sync software with the removal of Executime Timecare Software for Payroll with Tyler Contract. (page 199)

10. COUNCIL BOARDS AND COMMISSIONS REPORTS - *Not all boards or commissions will have met prior to the Council meeting. These reports are intended to keep the other council members informed of actions or proposed actions taken by these boards and commissions. Only those with something to report would be on the agenda.*

11. UPCOMING MEETINGS

- 11.1. City Council Meeting - January 4th at 5:30 p.m.
- 11.2. Utilities Committee - January 10th at 7:00 a.m.
- 11.3. Public Safety/Liquor Committee - January 10th at 4:30 p.m.
- 11.4. Administrative Services Committee - January 11th at 4:30 p.m. Room 201 City Hall
- 11.5. Public Works Committee - January 12th at 4:30 p.m.

12. INFORMATIONAL ITEMS

12.1. Investment Summary 11/2021 (page 200-201)

12.2. Advance Thief River - December Report (page 202-204)

13. ADJOURNMENT

City of Thief River Falls complies with the ADA. Individuals with disabilities requiring special aids should contact the City Administrator, 405 Third Street East, Thief River Falls, MN 56701, 218-681-2943, 48 hours prior to the scheduled meeting.

COUNCIL PROCEEDINGS

Tuesday, December 7, 2021

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on December , 2021. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, Howe, McCraw, Bolduc, Narverud, and Lorenson. Absent were Aarestad and Prudhomme Mayor Holmer chaired the meeting.

PUBLIC HEARING - BELLEVILLE COURT CONNECTION

Travis Giffen presented regarding the history of the Belleville Court Connection. Michael Jorgenson, Attorney with Michael Rosebury & Jonathan - 109 Belleville Court. Curt Bruzek - 112 Belleville Court commented. John Johnson - 101 Belleville Court commented. Curtis Westland - 129 Belleville Court commented. Glen Kajeski - 206 Sherwood commented.

ADJOURNMENT TO TRUTH IN TAXATION HEARING AT 6:00 P.M.

There being no further discussion, Mayor Holmer moved to the Truth in Taxation Hearing tonight at 6:01 p.m.

TRUTH IN TAXATION

Mayor Holmer opened the Hearing. City Administrator presented an overview of the 2022 proposed Budget and Levy. Jerry Unruth commented. There being no further discussion, the hearing was closed at 6:25 p.m. and the regular session reconvened.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION

ANNOUNCEMENTS

Mayor Holmer stated the Enbridge Grant was approved for \$25,000 for playground equipment at LaFave Park located at the beach. Mayor Holmer extended gratitude to Eric from Enbridge for all they have done for the Thief River Falls community.

APPROVE AGENDA

Councilmember Michele McCraw motioned, being seconded by Councilmember Steve Narverud, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 12.248.21: Approval Of November 16, 2021 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 12-248-21, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to approve November 16, 2021 Council Proceedings.

RESOLUTION NO. 12.249.21: City Of Thief River Falls Bills And Disbursements

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 12-249-21, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$2,447.177.04. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

RESOLUTION NO. 12.250.21: Approval Of 2022 City License Renewals

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 12-250-21, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to approve the following City Licenses, effective January 1, 2022 through December 31, 2022, contingent upon receiving all renewal forms, fees and insurance:

TOBACCO \$150

East Side Tesoro
Erl's Market, Inc.
Falls Liquor
Farmer's Union Oil
Company
Farmer's Union Oil
Company – Hwy 59
Hugo's #7
Holiday Station store
King Tobacco
Northdale Oil - Pennington
Main
Northdale Oil - Pennington
Square
Wal-Mart Supercenter #3761

PAWN BROKER'S \$40

Northern Gun & Pawn

JUNK DEALER'S \$45

Phillip's Iron & Metal, Inc.

**SEPTIC WASTE PERMIT
\$50**

Beatrice Smith "Dick's
Septic"

TAXI \$30 for 1st

ON-SALE WINE \$250

~~LINE ON 59~~

BREWER OFF-SALE \$300

~~River's & Rails Brewing Co LLC~~

WHOLESALE'S/MANUFACTURE'S \$

~~River's & Rails Brewing Co LLC~~

ON-SALE LIQUOR \$2,800

La Fiesta Inc. (El Loro Mexican Grill)
American Legion Post 117, Inc.*
SouthTown Lanes & Pizza Pub (South Town Lanes,
Inc)*
Ganesh Hospitality, Inc. (Sundance Dining)*
Steven P. Carlson (The Schooner Bar & Grill)
Fozzie's BBQ
The Hive Bar & Grill
Grzadzy's Inc. (Black Cat Sports Bar & Grill)*
Heidi Ortiz (Las Ranitas)*
16 Penny Inc. (Rusty Nail)

VenuWorks

SUNDAY ON-SALE LIQUOR \$200

\$25 each add'l

Northland Taxi

Hawks Taxi LLC

OFF-SALE 3.2 BEER \$100

East Side Tesoro

Erl's Market, Inc.

Holiday Station store #197

Wal-Mart Supercenter #3761

**CLUB ON-SALE
LIQUOR \$500**

FOE Aerie 2368 (Eagles)*

VFW 2793 (VFW Post)*

ON-SALE 3.2 BEER \$250

LINE ON-59

Grzadzy's Inc. (Black Cat Sports Bar & Grill)

VenuWorks

16 Penny Inc. (Rusty Nail)

Heidi Ortiz (Las Ranitas)

American Legion Post 117, Inc.

South Town Lanes & Pizza Pub (South Town Lanes, Inc)

Ganesh Hospitality, Inc. (Sundance Dining)

Steven P. Carlson (The Schooner Bar & Grill)

La Fiesta Inc. (El Loro Mexican Grill)

The Hive Bar & Grill

RESOLUTION NO. 12.251.21: Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 12-251-21, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to grant the Pennington County Fair Association a Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License, effective July 15 – 19, 2022 from noon to midnight at the Fairgrounds during the Pennington County Fair.

NEW BUSINESS

RESOLUTION NO. : Approval of 2021 Safe Routes to School Trail – Belleville Court Connection

Following discussion, Councilmember Michael Lorenson moved to table Resolution No. 12-252-21, being seconded by Anthony Bolduc. On the vote being tabled, Bolduc, Lorenson, McCraw, Narverud, and Holmer voted aye. Howe voted naye.

The motion carried and the item tabled.

RESOLUTION NO. 12.252.21: Approval of Camera System for Red Robe Park

Following discussion, Councilmember Michael Lorenson moved to table Resolution No. 12-253-21, being seconded by Anthony Bolduc. On the vote being tabled, Bolduc, Lorenson, McCraw, Narverud, Howe and Holmer voted aye.

The motion carried and the item tabled.

WHEREAS, The theft of a newly installed light system for the #TRF sign at Red Robe

Park prompted a request for extra security measures at the park. A cost share solution was proposed by the Public Works Committee and accepted by Visit TRF Board. Visit TRF board agrees to make a one-time donation towards purchase of camera to be placed at Red Robe Park in the amount of \$1,430.00.

THEREFORE, BE IT RESOLVED To approve the recommendation of the Public Works Committee to authorize acceptance of the Wiktel quote of \$1,731.00 for a camera system to be installed at Red Robe Park.

FINANCIAL CONSIDERATIONS, This will be an unbudgeted expense for 2022.

RESOLUTION NO. 12.253.21: Approval of 2021 Street & Utilities Improvements – Estimate 1

Following discussion, Councilmember Steve Narverud introduced Resolution No. 12-254-21 , being seconded by Councilmember Curt Howe, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, This project was bid as a result of meetings with department heads, Council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Davidson Construction, Inc. in the amount of \$784,427.45. This project included the following items of work:

1. Franklin Middle School Safe Route to School Multi-Use Trail
2. Oakland Park Multi-Use Trail
3. Fairgrounds Miscellaneous Paving
4. Valley Home Access Realignment
5. Airport Entrance Road Repair
6. Miscellaneous Patching
7. Robson Court Street Construction

WHEREAS, Bids for this project were received on September 7th, 2021, from two contractors. The low bid was received from Davidson Construction in the amount of \$784,427.45 and from R.J. Zavoral and Sons in the amount of \$855,753.29.00 The Engineer's estimate was \$689,666.50 The low bid was 14% above the estimate.

THEREFORE, BE IT RESOLVED Approve Pay Request No. 1 - in the amount of \$380,200.16 to Davidson Construction, Inc. for work completed in the 2021 Street & Utilities Improvements Project.

FINANCIAL CONSIDERATIONS, The total estimated project cost is \$938,309.00 These costs would be covered with \$148,000 in Safe Route to School grant funds, and \$101,000.00 in Red Lake River Corridor grant funds, \$122,000 in Local Partnership Program grant funds, \$75,571.00 in direct invoicing, and \$271,275.00 in general city cost. There is \$220,463.00 in assessment recovery. There is no bonding required for this project.

LEGAL CONSIDERATIONS, Minnesota Statute Chapter 429 requirements apply.

RESOLUTION NO. 12.254.21: Approve the Low Water Treatment Plant Chemical Bids for Calendar Year 2022 as Presented

Following discussion, Councilmember Michele McCraw introduced Resolution No. 12-255-21, being seconded by Councilmember Steve Narverud, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The City of Thief River Falls has solicited bids for several years to keep a competitive balance between vendors and has helped to keep prices in check.

WHEREAS, The current state of supply and lack of transportation support has limited the number of bids received and is also contributing to increased bid offers.

THEREFORE, BE IT RESOLVED Approve the low Water Treatment Plant Chemical bids for calendar year 2022 as presented.

FINANCIAL CONSIDERATIONS, The total estimated cost for 2022 is \$309,020.00 and it is in the 2022 Water Systems budget.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

Truth In Taxation Hearing – December 7th at 6:00 p.m.

Utilities Committee - December 13th at 7:00 a.m.

Public Safety/Liquor Committee - December 13th at 4:30 p.m.

Administrative Services Committee – December 14th at 4:30 p.m..

Public Works Committee Meeting – December 15th at 4:30 p.m.

City Council Meeting - December 21st at 5:30 p.m.

INFORMATIONAL ITEMS

- Advance Thief River - November Report

ADJOURNMENT

There being no further discussion, Councilmember Michele McCraw moved, being seconded by Councilmember Curt Howe to adjourn at 6:47 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

FUND	DEPARTMENT	DESCRIPTION
100	GENERAL FUND	
	4110	City Council
	4140	Elections
	4150	City Administration
	4160	City Attorney
	4192	IT Department
	4194	Government Buildings
	4210	Police
	4215	Emergency Management
	4220	Fire
	4240	Building Official
	4312	Street
	4315	Sanitation
	4316	Street Lighting
	4510	Park Department
	4511	Multi-Events Center (VenuWorks)
	4512	Recreation
	4513	Tourist Park (VenuWorks)
	4530	Arenas (VenuWorks)
	4550	Branch Library
	4560	Carnegie Library Building
	4570	201 Atlantic Ave Garage
	4650	Public Works
	4670	General Administration
210	COMMUNITY DEVELOPMENT REVOLVING LOAN FUND	
230	TRF K-9 UNIT FUND	
260	MECC	
270	TRAIN CANOPY	
610	LIQUOR	
620	WATER UTILITY	
670	STORM WATER UTILITY	
680	WASTEWATER UTILITY	
690	ELECTRIC UTILITY	
810	POLICE RELIEF ASSOCIATION	
820	GREENWOOD CEMETERY FUND	



Equal Opportunity Employer

City of Thief River Falls

#7.02

CITY COUNCIL MEETING

DECEMBER 21st, 2021

SUMMARY OF DISBURSEMENTS

12/2/2021	AP PKT #186 - #24 PAYROLL BILLS	\$207,523.71
12/3/2021	AP PACKET #189 - DIRECT PAYABLES	\$55,777.65
12/6/2021	AP PACKET #190 - DIRECT PAYABLES	\$58,016.20
12/15/2021	AP PACKET #195 - DIRECT PAYABLES	\$1,003,322.45
12/21/2021	AP PACKET #194 - COUNCIL MEETING BILLS	\$301,847.41
GRAND TOTAL OF DISBURSEMENTS		\$1,626,487.42

COUNCIL PER DIEM
Presented 12/21/21 Council Meeting

TO BE PAID ON 12/30/21 PAYROLL

Anthony Bolduc - Nov 2021

11/01/21	Committee as a Whole	1730	Council Chambers	\$32.50
11/08/21	Public Utilities	700	Council Chambers	\$32.50
11/10/21	Public Works	1630	Council Chambers	\$32.50
11/29/21	Strategic Planning Committee	1700	Council Chambers	\$32.50

\$130.00

Brian Holmer - Aug 2021

08/06/21	Budget Meeting	8:30-4	Council Chambers	\$32.50
08/09/21	Utilities Committee	7:00-8:30	Council Chambers	\$32.50
08/09/21	Crisis Training at School	8:30-4:00	School District	\$32.50
08/10/21	Administrative Services Comm	4:30-5:30	Room 201	\$32.50
08/12/21	Opiate State Settlement Mtg/w Attorney General	10:00-11:30	Webinar	\$32.50
08/17/21	MN Mayors Executive Meeting	4:30-5:30	Webinar	\$32.50
08/18/21	Airport Meeting	7:30-930	County Board Room	\$32.50
08/19/21	RR Basin Comm Executive Mtg	8:30-10	Telecom	\$32.50
08/27/21	MMA Meeting	10:30-12	Webinar	\$32.50
08/30/21	Joint Meeting MAK Properties	5:30-7:00	Council Chambers	\$32.50

\$325.00

Brian Holmer - Sept 2021

09/01/21	RR Basin Commission Meeting	1:00-:00	Telecom	\$32.50
09/13/21	Utilities Committee	7:00-8:30	Council Chambers	\$32.50
09/14/21	Mud River Restoration Project Team	9:00-11:00	Red Lake Watershed	\$32.50
09/14/21	Administrative Services Comm	4:30-5:30	Room 201	\$32.50
09/16/21	RR Basin Comm Executive Mtg	8:30-10:00	Telecom	\$32.50
09/17/21	Budget Meeting	8:00-9:00	Room 201	\$32.50
09/17/21	Meet with Rep. Fischach	1:30-3:00	Airport	\$32.50
09/22/21	CGMC Executive Meeting	10:00-11:30	Zoom	\$32.50
09/22/21	Opiod Mtg with MN AG Office	2:00-3:00	Zoom	\$32.50
09/24/21	Conference call with CGMC water intake	9:00-10:00	Zoom	\$32.50
09/27/21	Labor Meeting	9:30-11:00	Council Chambers	\$32.50

\$357.50

Brian Holmer - Oct 2021

10/07/21	Strategic Plan Review	8:00-9:00	Council Chambers	\$32.50
10/07/21	MMA Business Meeting	11:30-12:30	Zoom	\$32.50
10/11/21	Utilities Committee	7:00-8:30	Council Chambers	\$32.50
10/12/21	Administrative Services Comm	4:30-5:30	Room 201	\$32.50
10/14/21	Labor Meeting	7:00-8:00	Council Chambers	\$32.50
10/21/21	RR Basin Executive Meeting	8:30-10:00	Telecom	\$32.50
10/25/21	LMC Meeting	3:00-5:00	Council Chambers	\$32.50
10/27/21	CGMC Meeting with Marty Seifert	9:30-11:00	Council Chambers	\$32.50
10/29/21	Budget Meeting	7:00-8:00	Room 201	\$32.50

\$292.50

Brian Holmer - Nov 2021

11/04/21	RR Basin Board Meeting	10:00-3:00	Alerus Grand Forks	\$32.50
11/05/21	MMA Executive Meeting	11:00-12:00	Zoom	\$32.50
11/08/21	Utilities Committee	7:00-8:30	Council Chambers	\$32.50
11/09/21	Administrative Services Comm	4:30-5:30	Room 201	\$32.50
11/15/21	Venuworks Meet and Greet	7:00-8:30	Council Chambers	\$32.50
11/17/21	Airport Meeting	7:30-9:00	County Board Room	\$32.50
11/18/21	RR Basin Comission Executive Meeting	8:30-10:00	Telecom	\$32.50

\$227.50

Curt Howe - Nov 2021

11/09/21	Admin Services	4:30-5:30	Room 201	\$32.50
11/10/21	Public Works	4:30-6:00	Council Chambers	\$32.50

\$65.00

Curt Howe - Dec 2021

12/01/21	Building Committee	2-4:30	City Hall	\$32.50
12/08/21	MEC Meeting	7:30-8:30	564 Board Room	\$32.50
12/13/21	Airport Budget Meeting	8:30-9:30	Airport	\$32.50
12/14/21	CVB	12-1:40	Cmon Inn	\$32.50
12/14/21	Admin Services	4:30-6:30	Council Chambers	\$32.50
12/15/21	Airpot Commission	7:30-8:30	Justice Center	\$32.50
12/15/21	Public Works Comm	4:30-6:00	Council Chambers	\$32.50

\$227.50

Mike Lorenson - Oct-Dec 2021

10/11/21	Utilities Committee	7:00 am	City Hall	\$32.50
10/11/21	Public Safety/Liquor Committee	4:30 pm	City Hall	\$32.50
10/21/21	Firefighter Interviews	5:00 pm	City Hall	\$32.50
11/01/21	Committee as a Whole	5:30 pm	City Hall	\$32.50
11/08/21	Utilities Committee	7:00 am	City Hall	\$32.50
11/08/21	Public Safety/Liquor Committee	4:30 pm	City Hall	\$32.50
12/01/21	Building Committee	2:00 pm	City Hall	\$32.50
12/13/21	Utilities Committee	7:00 am	City Hall	\$32.50
12/13/21	Public Safety/Liquor Committee	4:30 pm	City Hall	\$32.50

\$292.50

Michele McCraw - April - Aug 2021

04/13/21	Administrative Services Comm	3:00 pm	Council Chambers	\$32.50
04/14/21	Public Works Comm	4:30 pm	Council Chambers	\$32.50
04/22/21	TRF Library Board	3:00 pm	TRF Library	\$32.50
04/27/21	Committee of the Whole	5:30 pm	Council Chambers	\$32.50
05/11/21	Administrative Services Comm	3:00 pm	Council Chambers	\$32.50
05/12/21	Public Works Comm	4:30 pm	Council Chambers	\$32.50
06/08/21	Administrative Services Comm	3:00 pm	Council Chambers	\$32.50
06/09/21	Public Works Comm	4:30 pm	Council Chambers	\$32.50
07/13/21	Administrative Services Comm	3:00 pm	Council Chambers	\$32.50
07/14/21	Public Works Comm	4:30 pm	Council Chambers	\$32.50
07/15/21	Northwest Regional Library Board	4:30 pm	Zoom	\$32.50
07/29/21	Interviews Billing Clerk	3:00 pm	Council Chambers	\$32.50
08/10/21	Administrative Services Comm	4:30 pm	Room 201	\$32.50
08/11/21	Public Works Comm	4:30 pm	Council Chambers	\$32.50
08/25/21	Northwest Regional Library Board	4:30 pm	Zoom	\$32.50
08/31/21	Committee as a Whole	5:30 pm	Council Chambers	\$32.50

\$520.00

Michele McCraw - Sept-Dec 2021

09/14/21	Administrative Services Comm	4:30 pm	Room 201	\$32.50
09/15/21	Public Works Comm	4:30 pm	Council Chambers	\$32.50
09/16/21	TRF Library Board	3:00 pm	TRF Library	\$32.50
09/17/21	Northwest Regional Library Board	4:30 pm	Zoom	\$32.50
10/12/21	Administrative Services Comm	4:30 pm	Room 201	\$32.50
10/13/21	Public Works Comm	4:30 pm	Council Chambers	\$32.50
11/01/21	Committee as a Whole	5:30 pm	Council Chambers	\$32.50
11/09/21	Administrative Services Comm	4:30 pm	Room 201	\$32.50
11/10/21	Public Works Comm	4:30 pm	Council Chambers	\$32.50
11/29/21	Steer Team Strategic Plan Kick Off	5:00 pm	Council Chambers	\$32.50
12/14/21	Administrative Services Comm	4:30 pm	Room 201	\$32.50
12/05/21	Public Works Comm	4:30 pm	Council Chambers	\$32.50

\$390.00

Steven Narverud - Nov 2021

11/01/21	Committee as a Whole	1 hour	Council Chambers	\$32.50
11/08/21	Public Safety Comm	1 hour	Council Chambers	\$32.50
11/09/21	Planning & Zoning	1 hour	Council Chambers	\$32.50
11/10/21	Public Works Comm	1.5 hours	Council Chambers	\$32.50
11/17/21	Advance Thief River	1 hour	Brady Martz	\$32.50

\$162.50



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00186 - PYPKT00289 - 2021 12 02 #24 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMERITAS LIFE INSURANCE CORP							
AMERITAS LIFE INSURANCE	INV0000235	12/02/2021	740-24000	Clearing Account	FLEX VISION December		245.36
AMERITAS LIFE INSURANCE	INV0000235	12/02/2021	740-4870-63645	Vision Insurance - COBRA	FLEX VISION December		28.02
Vendor AMERITAS LIFE INSURANCE CORP Total:							273.38
Vendor: FURTHER - H S A							
FURTHER - H S A	INV0000236	12/02/2021	740-24000	Clearing Account	HSA		337.75
Vendor FURTHER - H S A Total:							337.75
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVIC	INV0000243	12/02/2021	740-20150	Payroll Taxes Payable	FED W/H		24,567.50
INTERNAL REVENUE SERVIC	INV0000243	12/02/2021	740-20150	Payroll Taxes Payable	MEDICARE		6,949.18
INTERNAL REVENUE SERVIC	INV0000243	12/02/2021	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		20,713.20
Vendor INTERNAL REVENUE SERVICE Total:							52,229.88
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR	INV0000237	12/02/2021	740-24000	Clearing Account	LELS Dues		889.00
Vendor LAW ENFORCEMENT LABOR SERVICES Total:							889.00
Vendor: MN DPT OF HUMAN SERVICES							
MN DPT OF HUMAN SERVIC	INV0000239	12/02/2021	740-24000	Clearing Account	Garnishment		382.61
Vendor MN DPT OF HUMAN SERVICES Total:							382.61
Vendor: MN DPT OF REVENUE							
MN DPT OF REVENUE	INV0000242	12/02/2021	740-20160	State Withholding	State W/H Tax		11,129.41
Vendor MN DPT OF REVENUE Total:							11,129.41
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR	INV0000238	12/02/2021	740-24000	Clearing Account	PLIFE		240.00
Vendor NCPERS GROUP LIFE INSURANCE Total:							240.00
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO	INV0000233	12/01/2021	100-4150-61310	Health Insurance	Health Insurance Premium		4,485.52
NORTHWEST SERVICE COO	INV0000233	12/01/2021	100-4210-61310	Health Insurance	Health Insurance Premium		16,238.42
NORTHWEST SERVICE COO	INV0000233	12/01/2021	100-4220-61310	Health Insurance	Health Insurance Premium		4,927.55
NORTHWEST SERVICE COO	INV0000233	12/01/2021	100-4240-61310	Health Insurance	Health Insurance Premium		1,339.10
NORTHWEST SERVICE COO	INV0000233	12/01/2021	100-4312-61310	Health Insurance	Health Insurance Premium		6,475.82
NORTHWEST SERVICE COO	INV0000233	12/01/2021	100-4315-61310	Health Insurance	Health Insurance Premium		4,940.56
NORTHWEST SERVICE COO	INV0000233	12/01/2021	100-4510-61310	Health Insurance	Health Insurance Premium		1,751.34
NORTHWEST SERVICE COO	INV0000233	12/01/2021	100-4650-61310	Health Insurance	Health Insurance Premium		2,506.66
NORTHWEST SERVICE COO	INV0000233	12/01/2021	610-4825-61310	Health Insurance	Health Insurance Premium		4,356.78
NORTHWEST SERVICE COO	INV0000233	12/01/2021	620-4825-61310	Health Insurance	Health Insurance Premium		3,773.00

Council Approval Register

Packet: APPKT00186 - PYPKT00289 - 2021 12 02 #24 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COO	INV0000233	12/01/2021	680-4825-61310	Health Insurance	Health Insurance Premium		5,116.98
NORTHWEST SERVICE COO	INV0000233	12/01/2021	690-4825-61310	Health Insurance	Health Insurance Premium		13,842.61
NORTHWEST SERVICE COO	INV0000233	12/01/2021	740-4870-63620	Employee BC/BS Monthly Bi	Health Insurance Adjustme		614.50
NORTHWEST SERVICE COO	INV0000233	12/01/2021	740-4870-63620	Employee BC/BS Monthly Bi	Health Insurance Employee		16,821.70
NORTHWEST SERVICE COO	INV0000233	12/01/2021	740-4870-63620	Employee BC/BS Monthly Bi	Health Insurance Adjustme		614.50
NORTHWEST SERVICE COO	INV0000233	12/01/2021	740-4870-63660	Retiree BC/BS Monthly billi	Health Insurance Retiree		4,054.00
NORTHWEST SERVICE COO	INV0000233	12/01/2021	820-4825-61310	Health Insurance	Health Insurance Premium		803.46
Vendor NORTHWEST SERVICE COOPERATIVE Total:							92,662.50
Vendor: P E R A OF MN							
P E R A OF MN	INV0000241	12/02/2021	740-20180	PERA Payable	PERA EE/ER COORD		24,431.75
P E R A OF MN	INV0000241	12/02/2021	740-20180	PERA Payable	PERA EE/ER P&F		22,023.41
Vendor P E R A OF MN Total:							46,455.16
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0000240	12/02/2021	740-24000	Clearing Account	LTD Premium		429.02
Vendor SUN LIFE FINANCIAL (LTD) Total:							429.02
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000234	12/02/2021	740-24000	Clearing Account	Contributions Employee		2,495.00
Vendor VANTAGEPOINT ICMA Total:							2,495.00
Grand Total:							207,523.71

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	42,664.97
610 - LIQUOR DISPENSARY	4,356.78
620 - WATER UTILITY FUND	3,773.00
680 - WASTEWATER UTILITY FUND	5,116.98
690 - ELECTRIC UTILITY FUND	13,842.61
740 - TRF HEALTH INSURANCE FUND	136,965.91
820 - GREENWOOD CEMETERY FUND	803.46
Grand Total:	207,523.71

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	4,485.52
100-4210-61310	Health Insurance	16,238.42
100-4220-61310	Health Insurance	4,927.55
100-4240-61310	Health Insurance	1,339.10
100-4312-61310	Health Insurance	6,475.82
100-4315-61310	Health Insurance	4,940.56
100-4510-61310	Health Insurance	1,751.34
100-4650-61310	Health Insurance	2,506.66
610-4825-61310	Health Insurance	4,356.78
620-4825-61310	Health Insurance	3,773.00
680-4825-61310	Health Insurance	5,116.98
690-4825-61310	Health Insurance	13,842.61
740-20150	Payroll Taxes Payable	52,229.88
740-20160	State Withholding	11,129.41
740-20180	PERA Payable	46,455.16
740-24000	Clearing Account	5,018.74
740-4870-63620	Employee BC/BS Monthl	18,050.70
740-4870-63645	Vision Insurance - COBR	28.02
740-4870-63660	Retiree BC/BS Monthly b	4,054.00
820-4825-61310	Health Insurance	803.46
Grand Total:		207,523.71

Project Account Summary

Project Account Key	Expense Amount
None	207,523.71
Grand Total:	207,523.71



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00189 - 12/03/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES	1CMNNLYKG1PK	12/03/2021	100-4210-62010	Office Supplies	THERMAL ROLL PAPER - SQ		59.95
AMAZON CAPITAL SERVICES	1GHFWNJVL66T	12/03/2021	100-4312-62230	Building Maint & Repair	WINDOW MINI BLINDS		111.95
AMAZON CAPITAL SERVICES	1YKWD4GYVNGP	12/03/2021	620-4840-62990	Misc. Operating Expense	DRY ERASE SCHEDULING CA		49.80
AMAZON CAPITAL SERVICES	1YRLWYN3HKKK	12/03/2021	620-4840-62890	Uniforms/ID Clothing	ID CLOTHING - BENSON		129.39
				Vendor AMAZON CAPITAL SERVICES INC Total:			351.09
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO	3851214	12/03/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		213.00
COCA-COLA BOTTLING CO	3851257	12/03/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		216.50
COCA-COLA BOTTLING CO	3851298	12/03/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		486.50
COCA-COLA BOTTLING CO	3851340	12/03/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		172.00
				Vendor COCA-COLA BOTTLING COMPANY Total:			1,088.00
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE IN	136668	12/03/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		1,772.60
NORTHWEST BEVERAGE IN	136668	12/03/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		134.00
NORTHWEST BEVERAGE IN	136741	12/03/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		22,693.20
NORTHWEST BEVERAGE IN	136808	12/03/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		27,565.70
NORTHWEST BEVERAGE IN	136828	12/03/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		851.05
				Vendor NORTHWEST BEVERAGE INC Total:			53,016.55
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	145098	12/03/2021	610-4810-62530	Wine for Resale	wine purchase		237.00
PAUSTIS WINE COMPANY	145098	12/03/2021	610-4810-62610	Freight In (Liquor)	FREIGHT		10.50
				Vendor PAUSTIS WINE COMPANY Total:			247.50
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPAN	45917707	12/03/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		344.38
				Vendor PEPSI BEVERAGES COMPANY Total:			344.38
Vendor: POWERPLAN							
POWERPLAN	P3098709	12/03/2021	690-4850-62210	Equipment Maint & Repair	NOZZLE - VACTRON	Vendor POWERPLAN Total:	299.10
							299.10
Vendor: SUNNY HILL DISTRIBUTORS INC							
SUNNY HILL DISTRIBUTORS	367462	12/03/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		284.23
SUNNY HILL DISTRIBUTORS	367462	12/03/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		131.05
SUNNY HILL DISTRIBUTORS	367462	12/03/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		15.75
				Vendor SUNNY HILL DISTRIBUTORS INC Total:			431.03
				Grand Total:			55,777.65

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	171.90
610 - LIQUOR DISPENSARY	55,127.46
620 - WATER UTILITY FUND	179.19
690 - ELECTRIC UTILITY FUND	299.10
Grand Total:	55,777.65

Account Summary

Account Number	Account Name	Expense Amount
100-4210-62010	Office Supplies	59.95
100-4312-62230	Building Maint & Repair	111.95
610-4810-62510	Liquor for Resale	284.23
610-4810-62520	Beer for Resale	52,882.55
610-4810-62530	Wine for Resale	237.00
610-4810-62540	Soft Drinks/Mix for Resal	1,697.43
610-4810-62610	Freight In (Liquor)	26.25
620-4840-62890	Uniforms/ID Clothing	129.39
620-4840-62990	Misc. Operating Expense	49.80
690-4850-62210	Equipment Maint & Rep	299.10
	Grand Total:	55,777.65

Project Account Summary

Project Account Key	Expense Amount
None	55,777.65
Grand Total:	55,777.65



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00190 - 12/06/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JOHNSON CONTROLS							
JOHNSON CONTROLS	44856106	12/06/2021	620-16400	Machinery & Equipment	WTP DUCT HEATER PRJ		40,890.00
						Vendor JOHNSON CONTROLS Total:	40,890.00
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROU	NOV 2021	12/06/2021	690-4830-63890	Utilities Expense	GAS METER READING NOV		1,081.56
						Vendor MINNESOTA ENERGY GROUP-00005 Total:	1,081.56
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-288282	12/06/2021	690-4840-62990	Misc. Operating Expense	COUPLER - AIR COMPRESSO		19.99
O'REILLY AUTOMOTIVE INC	1519-289176	12/06/2021	100-4210-62990	Misc. Operating Expense	CONNECTOR		3.81
						Vendor O'REILLY AUTOMOTIVE INC Total:	23.80
Vendor: SOUTH TOWN LANES INC							
SOUTH TOWN LANES INC	REFUND	12/06/2021	100-4670-62990	Misc. Operating Expense	REFUND - PRORATED 2021		469.02
						Vendor SOUTH TOWN LANES INC Total:	469.02
Vendor: STUART C IRBY CO							
STUART C IRBY CO	12627674.001	12/06/2021	690-4840-62990	Misc. Operating Expense	RATCHET WRENCH - TRANS		221.04
						Vendor STUART C IRBY CO Total:	221.04
Vendor: T R F CONVENTION &							
T R F CONVENTION &	OCT 2021	12/06/2021	100-4670-63030	Contracts Expense	OCT 2021 LODGING TAX		13,754.48
						Vendor T R F CONVENTION & Total:	13,754.48
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES		51.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4192-63020	Computer Maintenance & li	WIRELESS PHONE CHARGES		40.01
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4192-63020	Computer Maintenance & li	WIRELESS PHONE CHARGES		40.01
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4192-63210	Communication Expense	WIRELESS PHONE CHARGES		31.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4192-63210	Communication Expense	WIRELESS PHONE CHARGES		31.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4194-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25

Council Approval Register

Packet: APPKT00190 - 12/06/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		31.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		31.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		31.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		31.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		31.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4240-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4510-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4510-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	100-4650-63210	Communication Expense	WIRELESS PHONE CHARGES		31.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	610-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	610-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		40.03
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	650-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	680-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
VERIZON WIRELESS #78678	NOV/DEC 2021	12/06/2021	820-4830-63210	Communication Expense	WIRELESS PHONE CHARGES		41.25
Vendor VERIZON WIRELESS #786782900 Total:							1,576.30
Grand Total:							58,016.20

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	15,227.33
610 - LIQUOR DISPENSARY	82.50
620 - WATER UTILITY FUND	41,012.53
650 - TOURIST PARK - VENUWORKS	41.25
680 - WASTEWATER UTILITY FUND	41.25
690 - ELECTRIC UTILITY FUND	1,570.09
820 - GREENWOOD CEMETERY FUND	41.25
Grand Total:	58,016.20

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	133.75
100-4192-63020	Computer Maintenance	80.02
100-4192-63210	Communication Expense	62.50
100-4194-63210	Communication Expense	41.25
100-4210-62990	Misc. Operating Expense	3.81
100-4210-63210	Communication Expense	527.50
100-4240-63210	Communication Expense	41.25
100-4510-63210	Communication Expense	82.50
100-4650-63210	Communication Expense	31.25
100-4670-62990	Misc. Operating Expense	469.02
100-4670-63030	Contracts Expense	13,754.48
610-4830-63210	Communication Expense	82.50
620-16400	Machinery & Equipment	40,890.00
620-4830-63210	Communication Expense	122.53
650-4830-63210	Communication Expense	41.25
680-4830-63210	Communication Expense	41.25
690-4830-63210	Communication Expense	247.50
690-4830-63890	Utilities Expense	1,081.56
690-4840-62990	Misc. Operating Expense	241.03
820-4830-63210	Communication Expense	41.25
Grand Total:	Grand Total:	58,016.20

Project Account Summary

Project Account Key	Expense Amount
None	58,016.20
Grand Total:	58,016.20



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00194 - 12/21/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	92794	12/21/2021	100-4570-62230	Building Maint & Repair	PVC PIPE & COUPLER - WAT		9.48
ACE HARDWARE	93028	12/21/2021	620-4840-62990	Misc. Operating Expense	PLUMBING SUPPLIES - WTP		42.11
ACE HARDWARE	94646	12/21/2021	620-4840-62990	Misc. Operating Expense	EXTN CORD / BATTERIES -		105.95
Vendor ACE HARDWARE Total:							157.54
Vendor: ADVANCED ENGINEERING &							
ADVANCED ENGINEERING	77860	12/21/2021	620-4890-63110	Consulting Fees	WTP SCADA		339.50
ADVANCED ENGINEERING	77861	12/21/2021	100-4540-62990	Misc. Operating Expense	WW SCADA		7,878.00
ADVANCED ENGINEERING	77973	12/21/2021	620-4890-63110	Consulting Fees	EPA AWIA CERTIFICATION		9,666.25
Vendor ADVANCED ENGINEERING & Total:							17,883.75
Vendor: ALL FLAGS LLC							
ALL FLAGS LLC	899244	12/21/2021	100-4194-62990	Misc. Operating Expense	3' X 5' OUTDOOR FLAGS		254.45
Vendor ALL FLAGS LLC Total:							254.45
Vendor: ANDREW J HART							
ANDREW J HART	12 07 21 REIMBURSE	12/21/2021	100-4210-62880	Personal Protective Equipm	BOOT ALLOWANCE REIMBU		224.00
Vendor ANDREW J HART Total:							224.00
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2118	12/21/2021	620-4840-62160	Chemicals	CHEMICALS		9,993.26
Vendor AQUA PURE INC Total:							9,993.26
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3510229	12/21/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		700.00
Vendor ARTISAN BEER COMPANY Total:							700.00
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	92537500	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		4,769.20
BELLBOY CORP - LIQUOR	92537500	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		176.00
Vendor BELLBOY CORP - LIQUOR Total:							4,945.20
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC	37145-753939	12/21/2021	100-4670-62990	Misc. Operating Expense	FLEX FEE - NOV 2021		180.00
Vendor BRADY MARTZ & ASSOC PC INC Total:							180.00
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	341999755	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,098.24
BREAKTHRU BEVERAGE	341999755	12/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		399.81
BREAKTHRU BEVERAGE	341999756	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		4,981.13
Vendor BREAKTHRU BEVERAGE Total:							6,479.18

Council Approval Register

Packet: APPKT00194 - 12/21/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	473340	12/21/2021	610-4840-62010	Office Supplies	DATE BOOK / LEGAL PADS		54.88
BREDESON OFFICE SUPPLY	473340	12/21/2021	610-4840-62140	Off Sale Supplies	MARKERS / COLORED PAPE		15.27
BREDESON OFFICE SUPPLY	473345	12/21/2021	100-4194-62990	Misc. Operating Expense	STAMPS		44.85
Vendor BREDESON OFFICE SUPPLY Total:							115.00
Vendor: BRIAN MOYER							
BRIAN MOYER	861	12/21/2021	100-4510-63030	Contracts Expense	STUMP GRINDING SERVICE		4,914.25
Vendor BRIAN MOYER Total:							4,914.25
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10054818	12/21/2021	610-4850-62210	Equipment Maint & Repair	SCRUBBER SQUEEGE BLADE		24.88
COLE PAPERS INC	10070242	12/21/2021	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		179.60
Vendor COLE PAPERS INC Total:							204.48
Vendor: D & D BEVERAGE BRAINERD							
D & D BEVERAGE BRAINERD	1498554	12/21/2021	610-4810-62520	Beer for Resale	MISC PURCHASE		159.40
D & D BEVERAGE BRAINERD	1498554	12/21/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		2,370.40
D & D BEVERAGE BRAINERD	1498554	12/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		173.15
Vendor D & D BEVERAGE BRAINERD Total:							2,702.95
Vendor: DANA KLOS							
DANA KLOS	NOV 2021	12/21/2021	100-4210-63100	Animal Control	ANIMAL CONTROL - NOV 20		210.00
Vendor DANA KLOS Total:							210.00
Vendor: DAVIDSON CONSTRUCTION INC							
DAVIDSON CONSTRUCTION	28411	12/21/2021	100-4312-63030	Contracts Expense	MOTOR GRADER LEASE FEE		6,490.00
Vendor DAVIDSON CONSTRUCTION INC Total:							6,490.00
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	6501	12/21/2021	620-4840-62170	Field Supplies	SHIPPING CHARGES - 11/02		74.67
Vendor EAZY PACK N SHIP Total:							74.67
Vendor: FALLS TOWING LLC							
FALLS TOWING LLC	17186	12/21/2021	100-4210-62990	Misc. Operating Expense	TOWING CHARGES - 12/09/		70.00
Vendor FALLS TOWING LLC Total:							70.00
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		37.45
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		2,688.53
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		230.26
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		201.65
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		3,348.12
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		1,643.26
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		505.21
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		43.21
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		386.55
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	670-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		261.03
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		667.22

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FARMERS UNION OIL COMP	NOV 2021	12/21/2021	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		1,190.87
FARMERS UNION OIL COMP	NOV 2021	12/21/2021	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20		90.17
Vendor FARMERS UNION OIL COMPANY Total:							11,293.53
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	118533	12/21/2021	620-4850-62230	Building Maint & Repair	MATERIALS - WTP DUCT HE		29.93
FASTENAL COMPANY	118538	12/21/2021	100-4312-62210	Equipment Maint & Repair	BOLTS / CUTTING EDGE		63.60
FASTENAL COMPANY	118577	12/21/2021	100-4194-62990	Misc. Operating Expense	GLOVES FOR CLEANING		92.99
FASTENAL COMPANY	118583	12/21/2021	620-4850-62230	Building Maint & Repair	WTP DUCT HEATER		76.81
FASTENAL COMPANY	118592	12/21/2021	620-4850-62230	Building Maint & Repair	WTP DUCT HEATER		25.48
FASTENAL COMPANY	118613	12/21/2021	690-4840-62990	Misc. Operating Expense	BOLTS - TEST VAN		6.48
FASTENAL COMPANY	118655	12/21/2021	100-4220-62880	Personal Protective Equipm	SAFETY CLOTHING		54.74
FASTENAL COMPANY	118791	12/21/2021	820-4840-62880	Personal Protective Equipm	PPE		34.97
FASTENAL COMPANY	118896	12/21/2021	690-4840-62990	Misc. Operating Expense	NUTS / MARKERS		6.98
Vendor FASTENAL COMPANY Total:							391.98
Vendor: FLEET SUPPLY							
FLEET SUPPLY	116050	12/21/2021	690-4840-62990	Misc. Operating Expense	SHOVEL - #113		63.98
FLEET SUPPLY	116263	12/21/2021	680-4840-62880	Personal Protective Equipm	GLOVES - WASTEWATER		62.59
FLEET SUPPLY	116988	12/21/2021	690-4840-62880	Personal Protective Equipm	PPE B JACOBSON - FR JEANS		358.67
FLEET SUPPLY	7418	12/21/2021	680-4840-62990	Misc. Operating Expense	GRINDING WHEEL / CUT OF		20.72
FLEET SUPPLY	7987	12/21/2021	690-4840-62880	Personal Protective Equipm	PPE - WINTER GLOVES		145.27
Vendor FLEET SUPPLY Total:							651.23
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	1110782	12/21/2021	690-4850-62360	Distribution Maint	BILLABLE LOCATES - NOV 20		58.05
Vendor GOPHER STATE ONE CALL Total:							58.05
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIP	33654	12/21/2021	100-4220-62880	Personal Protective Equipm	KEVLAR NOMEX BOOTS (3)		448.50
GRAND FORKS FIRE EQUIP	33658	12/21/2021	100-4220-62400	Small Tools and Minor Equi	2.5" HOSE		2,160.00
Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:							2,608.50
Vendor: GREG HALL							
GREG HALL	12 08 21 REIMBURSE	12/21/2021	690-4890-64400	Travel, Conference, School	REIMBURSE - GASOLINE TO		73.05
GREG HALL	12 08 21 REIMBURSE	12/21/2021	690-4890-64400	Travel, Conference, School	REIMBURSE - MEALS EXP IN		21.99
Vendor GREG HALL Total:							95.04
Vendor: HAWKINS INC							
HAWKINS INC	6057556	12/21/2021	620-4840-62160	Chemicals	CHEMICALS		586.62
HAWKINS INC	6058483	12/21/2021	620-4840-62160	Chemicals	CHEMICALS		1,480.00
HAWKINS INC	6062049	12/21/2021	620-4840-62160	Chemicals	CHEMICALS		2,036.00
HAWKINS INC	6072937	12/21/2021	620-4840-62160	Chemicals	CHEMICALS		6,655.23
Vendor HAWKINS INC Total:							10,757.85
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH	1200391392	12/21/2021	670-4890-63030	Contracts Expense	PROF SRVCS - NOV 21 CHIEF		3,424.86
Vendor HDR ENGINEERING INC - CHICAGO Total:							3,424.86

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Vendor: HUBERTS OUTDOOR POWER EQUIP							
HUBERTS OUTDOOR POWE	52975	12/21/2021	100-4510-62210	Equipment Maint & Repair	CHAINS		279.96
HUBERTS OUTDOOR POWE	53020	12/21/2021	670-4840-62120	Gas-Oil-Lube	SUPPLIES - CORY EFTA DITC		139.18
Vendor HUBERTS OUTDOOR POWER EQUIP Total:							419.14
Vendor: HYDRO KLEAN LLC							
HYDRO KLEAN LLC	76388	12/21/2021	100-4671-62200	System Expense	CLEAN/TELEWISE - CIPP SEW		17,935.00
Vendor HYDRO KLEAN LLC Total:							17,935.00
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	1907	12/21/2021	100-4160-63040	Legal Fees	CRIMINAL SERVICES - NOV		4,945.00
IHLE SPARBY AND HAASE PA	1908	12/21/2021	100-4160-63040	Legal Fees	CONTRACT SERVICES - NOV		2,450.00
IHLE SPARBY AND HAASE PA	1943	12/21/2021	620-4840-62990	Misc. Operating Expense	CONTRACT ARBITRATION -		4,458.25
Vendor IHLE SPARBY AND HAASE PA Total:							11,853.25
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	151850	12/22/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARAGES - NOV		282.56
JIM HIRT TRUCKING INC	151851	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		103.31
JIM HIRT TRUCKING INC	151854	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		227.14
JIM HIRT TRUCKING INC	151861	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		165.55
JIM HIRT TRUCKING INC	151948	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - 151948		565.43
JIM HIRT TRUCKING INC	151955	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		44.18
JIM HIRT TRUCKING INC	152005	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		334.54
JIM HIRT TRUCKING INC	152027	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		80.50
JIM HIRT TRUCKING INC	152034	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		199.77
JIM HIRT TRUCKING INC	152100	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		168.16
JIM HIRT TRUCKING INC	152118	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		673.42
JIM HIRT TRUCKING INC	2150890	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2		40.00
Vendor JIM HIRT TRUCKING INC Total:							2,884.56
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU	1941240	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		4,920.00
JOHNSON BROTHERS LIQU	1941241	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		1,800.80
JOHNSON BROTHERS LIQU	1945205	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		904.60
JOHNSON BROTHERS LIQU	1946069	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,486.96
JOHNSON BROTHERS LIQU	1946070	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		9,349.75
Vendor JOHNSON BROTHERS LIQUOR Total:							22,462.11
Vendor: LINDE GAS & EQUIPMENT INC							
LINDE GAS & EQUIPMENT I	59320146Z093634709	12/21/2021	690-4840-62990	Misc. Operating Expense	COMPRESSED OXYGEN		94.12
Vendor LINDE GAS & EQUIPMENT INC Total:							94.12
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	459909305	12/21/2021	100-4150-63030	Contracts Expense	COPIER CONTRACT - DEC 20		488.83
MARCO TECHNOLOGIES LLC	459909305	12/21/2021	100-4650-63030	Contracts Expense	COPIER CONTRACT - DEC 20		356.82
MARCO TECHNOLOGIES LLC	9320533	12/21/2021	690-4890-63030	Contracts Expense	COPIER CONTRACT - NOV 2		69.70
MARCO TECHNOLOGIES LLC	9377581	12/21/2021	690-4890-63030	Contracts Expense	COPIER CONTRACT		74.07

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MARCO TECHNOLOGIES LLC	9412135	12/21/2021	690-4890-63030	Contracts Expense	copier contract - dec 2021		69.70
Vendor MARCO TECHNOLOGIES LLC Total:							1,059.12
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	633640	12/21/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		12,307.91
MC KINNON COMPANY INC	633640	12/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		48.90
MC KINNON COMPANY INC	633886	12/21/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		170.38
MC KINNON COMPANY INC	634348	12/21/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		5,744.18
MC KINNON COMPANY INC	634348	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		80.80
MC KINNON COMPANY INC	634478	12/21/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		720.00
Vendor MC KINNON COMPANY INC Total:							19,072.17
Vendor: MICHAEL J ROFF							
MICHAEL J ROFF	12 04 21 REIMBURSE	12/21/2021	100-4210-62120	Gas-Oil-Lube	REIMBURSE - GASOLINE PU		109.16
Vendor MICHAEL J ROFF Total:							109.16
Vendor: MN DPT OF COMMERCE							
MN DPT OF COMMERCE	1000047294	12/21/2021	690-4890-68880	Conservation Program	3RD QTR FY 2022 INDIRECT		5,550.28
Vendor MN DPT OF COMMERCE Total:							5,550.28
Vendor: MN DPT OF HEALTH							
MN DPT OF HEALTH	4TH QTR 2021	12/21/2021	620-4890-64370	Taxes and Licenses	4TH QTR 2021 ENDING 12/		8,512.00
Vendor MN DPT OF HEALTH Total:							8,512.00
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	20164921	12/21/2021	100-4192-63020	Computer Maintenance & li	SERVICE DAY		1,050.00
MORRIS ELECTRONICS INC	20165040	12/21/2021	100-4192-63020	Computer Maintenance & li	SERVICE WORK		80.00
Vendor MORRIS ELECTRONICS INC Total:							1,130.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R	707474	12/21/2021	100-4312-62120	Gas-Oil-Lube	ANTIFREEZE		85.78
N A P A AUTO PARTS THF R	708299	12/21/2021	690-4850-62210	Equipment Maint & Repair	BATTERY		125.75
N A P A AUTO PARTS THF R	708724	12/21/2021	100-4315-62210	Equipment Maint & Repair	WASHERS		5.70
N A P A AUTO PARTS THF R	708843	12/21/2021	690-4850-62210	Equipment Maint & Repair	OIL FILTER - 2004 CHEV		62.06
N A P A AUTO PARTS THF R	708860	12/21/2021	690-4850-62210	Equipment Maint & Repair	BATTERY		190.97
Vendor N A P A AUTO PARTS THF RVR FL Total:							470.26
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	NOV 2021	12/21/2021	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARG		300.80
Vendor NORTHERN STATE BANK Total:							300.80
Vendor: NORTHLAND SECURITIES INC							
NORTHLAND SECURITIES IN	6824	12/21/2021	100-4150-63030	Contracts Expense	SERVICES - LONG TERM FIN		5,375.00
Vendor NORTHLAND SECURITIES INC Total:							5,375.00
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYSTE	313067	12/21/2021	100-4315-62210	Equipment Maint & Repair	12V COIL - LEAF VAC		448.10
NORTHWEST POWER SYSTE	313326	12/21/2021	100-4312-62210	Equipment Maint & Repair	CHAIN		11.07
NORTHWEST POWER SYSTE	313557	12/21/2021	100-4510-62240	Department Maint & Repair	PARTS - BOSS PLOW HOSE R		64.13
NORTHWEST POWER SYSTE	313569	12/21/2021	100-4312-62240	Department Maint & Repair	AIR HOSE / FITTING - JACK		7.38

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NORTHWEST POWER SYSTE	313603	12/21/2021	100-4312-62240	Department Maint & Repair	HOSE END		9.24
Vendor NORTHWEST POWER SYSTEMS INC Total:							539.92
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEM	52874	12/21/2021	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		86.40
Vendor NORTHWOODS ICE OF BEMIDJI INC Total:							86.40
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	147941	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		4,320.00
PAUSTIS WINE COMPANY	147941	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		67.50
PAUSTIS WINE COMPANY	147945	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		800.00
PAUSTIS WINE COMPANY	147945	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		25.00
PAUSTIS WINE COMPANY	148751	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		265.00
PAUSTIS WINE COMPANY	148751	12/21/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		25.00
Vendor PAUSTIS WINE COMPANY Total:							5,502.50
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE	DEC 2021	12/21/2021	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICE		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							1,400.00
Vendor: PENNINGTON CO SHERIFF							
PENNINGTON CO SHERIFF	FD-1	12/21/2021	100-4220-63030	Contracts Expense	VPN MAPPING LICENSING F		1,349.96
PENNINGTON CO SHERIFF	PD-2	12/21/2021	100-4210-63020	Computer Maintenance & li	CELLEBRIGHT RENEWAL		2,150.00
Vendor PENNINGTON CO SHERIFF Total:							3,499.96
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6314456	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		13,104.34
PHILLIPS WINE & SPIRITS	6314457	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		1,085.25
PHILLIPS WINE & SPIRITS	6314458	12/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		420.68
PHILLIPS WINE & SPIRITS	6314459	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		25,792.50
Vendor PHILLIPS WINE & SPIRITS Total:							40,402.77
Vendor: PURDY'S SHOE STORE INC							
PURDY'S SHOE STORE INC	185481	12/21/2021	620-4840-62890	Uniforms/ID Clothing	I D UNIFORM SHIRTS - WAL		696.00
Vendor PURDY'S SHOE STORE INC Total:							696.00
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF M	2151987	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		450.00
SOUTHERN GLAZERS OF M	2152507	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		85.50
SOUTHERN GLAZERS OF M	2152508	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		1,626.23
SOUTHERN GLAZERS OF M	2152509	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		12,724.11
SOUTHERN GLAZERS OF M	2152509	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		878.00
SOUTHERN GLAZERS OF M	2152509	12/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		109.60
SOUTHERN GLAZERS OF M	2152510	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,473.55
SOUTHERN GLAZERS OF M	2152978	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,572.50
SOUTHERN GLAZERS OF M	2152979	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,450.00
SOUTHERN GLAZERS OF M	2154206	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		2,676.00

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SOUTHERN GLAZERS OF M	5078013	12/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		382.46
Vendor SOUTHERN GLAZERS OF MN Total:							30,427.95
Vendor: STEVE ZAVORAL							
STEVE ZAVORAL	12 07 21 REIMBURSE	12/21/2021	690-4890-64400	Travel, Conference, School	REIMBURSE MEALS EXP - EL		12.93
Vendor STEVE ZAVORAL Total:							12.93
Vendor: T R F ARCHERY CLUB INC							
T R F ARCHERY CLUB INC	2021 FLAGS	12/21/2021	100-4110-62990	Misc. Operating Expense	2021 HOLIDAY/EVENT FLAG		800.00
Vendor T R F ARCHERY CLUB INC Total:							800.00
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	NOV 2021	12/21/2021	100-4670-62990	Misc. Operating Expense	ONLINE AUCTION AD		59.50
THIEF RIVER FALLS TIMES	NOV 2021	12/21/2021	100-4670-62990	Misc. Operating Expense	ONLINE AUCTION AD		57.75
THIEF RIVER FALLS TIMES	NOV 2021	12/21/2021	530-4680-65940	Work in Progress - Legal/Mi	HRG NTC - SAFE RTE TO SCH		114.74
THIEF RIVER FALLS TIMES	NOV 2021	12/21/2021	620-4890-63590	Printing & Publications	BIDS AD - WATER CHEMICA		197.54
Vendor THIEF RIVER FALLS TIMES Total:							429.53
Vendor: THIEF RIVER FORD INC							
THIEF RIVER FORD INC	161877	12/21/2021	100-4210-62210	Equipment Maint & Repair	WHEEL BEARING / BRAKE P		838.32
THIEF RIVER FORD INC	161895	12/21/2021	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		56.15
THIEF RIVER FORD INC	161895	12/21/2021	100-4210-62210	Equipment Maint & Repair	RADIATOR TANK		213.67
THIEF RIVER FORD INC	161947	12/21/2021	100-4210-62210	Equipment Maint & Repair	BATTERY		168.92
THIEF RIVER FORD INC	162089	12/21/2021	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		53.37
THIEF RIVER FORD INC	162163	12/21/2021	690-4850-62210	Equipment Maint & Repair	FRONT BRAKE PADS / ROTO		1,173.66
THIEF RIVER FORD INC	162462	12/21/2021	100-4210-62210	Equipment Maint & Repair	WATER HOSE CONN RPR		52.00
THIEF RIVER FORD INC	162671	12/21/2021	100-4210-62210	Equipment Maint & Repair	BATTERY		168.92
THIEF RIVER FORD INC	260430	12/21/2021	100-4510-62210	Equipment Maint & Repair	HUB - #5409		207.63
Vendor THIEF RIVER FORD INC Total:							2,932.64
Vendor: TRENT EDWARD COLLINS							
TRENT EDWARD COLLINS	287602	12/21/2021	100-4240-63030	Contracts Expense	SIDEWALK SNOW REMOVAL		500.00
Vendor TRENT EDWARD COLLINS Total:							500.00
Vendor: TRENTYN GROSILIE							
TRENTYN GROSILIE	11 10 21 REIMBURSE	12/21/2021	620-4890-64400	Travel, Conference, School	REIMBURSE MN POLLUTIO		158.95
Vendor TRENTYN GROSILIE Total:							158.95
Vendor: TRF HARDWARE							
TRF HARDWARE	22113400	12/21/2021	100-4550-62230	Building Maint & Repair	TOGGLE SWITCH		14.28
TRF HARDWARE	22113552	12/21/2021	100-4570-62230	Building Maint & Repair	MATERIALS - PLUMB WATE		63.81
TRF HARDWARE	22113740	12/21/2021	690-4850-62210	Equipment Maint & Repair	TAPE SPONGE - LOCATE VA		8.99
TRF HARDWARE	22114003	12/21/2021	620-4850-62230	Building Maint & Repair	OUTLET - WTP DUCT HEATE		8.98
TRF HARDWARE	22114824	12/21/2021	820-4850-62230	Building Maint & Repair	ANTIFREEZE		6.98
TRF HARDWARE	22115085	12/21/2021	100-4560-62230	Building Maint & Repair	SWITCH		5.29
TRF HARDWARE	22116413	12/21/2021	100-4220-62990	Misc. Operating Expense	ICE MELT		24.98
TRF HARDWARE	22116946	12/21/2021	100-4312-62230	Building Maint & Repair	MATERIALS - TV OUTLET		14.55
TRF HARDWARE	22117129	12/21/2021	100-4312-62990	Misc. Operating Expense	MAILBOX / POST		84.99

Council Approval Register

Packet: APPKT00194 - 12/21/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
TRF HARDWARE	22117808	12/21/2021	100-4510-62240	Department Maint & Repair	SHOVEL		24.99
TRF HARDWARE	22117987	12/21/2021	100-4510-62240	Department Maint & Repair	LIGHT SET - GAZEBO		11.98
Vendor TRF HARDWARE Total:							269.82
Vendor: U S POSTMASTER							
U S POSTMASTER	2022 #413	12/21/2021	100-4210-62010	Office Supplies	2022 POST OFFICE BOX REN		100.00
U S POSTMASTER	2022 #528	12/15/2021	100-4150-62010	Office Supplies	2022 POSST OFFICE BOX RE		160.00
Vendor U S POSTMASTER Total:							260.00
Vendor: USA BLUEBOOK							
USA BLUEBOOK	805511	12/21/2021	680-4850-62220	Lift Station and Pond Maint	CHART PENS / PAPER - LIFT		453.47
Vendor USA BLUEBOOK Total:							453.47
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	1BX00258	12/21/2021	100-4315-63030	Contracts Expense	NOV 2021 APARTMENT COL		162.50
WASTE MASTERS LLC	210	12/21/2021	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - N		25,500.91
Vendor WASTE MASTERS LLC Total:							25,663.41
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7357712	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		162.00
WINE MERCHANTS	7358690	12/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		680.00
Vendor WINE MERCHANTS Total:							842.00
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	JAN 2022	12/21/2021	810-4820-61500	Annuity Payments	POLICE PENSION - JAN 2022		1,025.57
Vendor YVONNE PEDERSON Total:							1,025.57
Vendor: ZAVORAL & SONS INC							
ZAVORAL & SONS INC	3461	12/21/2021	100-4312-62240	Department Maint & Repair	HOT MIX		876.85
ZAVORAL & SONS INC	3462.REV	12/21/2021	100-4312-63030	Contracts Expense	PATCHING CITY LOTS		2,960.00
Vendor ZAVORAL & SONS INC Total:							3,836.85
Grand Total:							301,847.41

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	103,875.84
530 - 2020 SRFS PROJECT	114.74
610 - LIQUOR DISPENSARY	136,602.82
620 - WATER UTILITY FUND	45,709.68
670 - STORM WATER UTILITY FUND	3,825.07
680 - WASTEWATER UTILITY FUND	1,204.00
690 - ELECTRIC UTILITY FUND	9,357.57
810 - POLICE RELIEF ASSOCIATION	1,025.57
820 - GREENWOOD CEMETERY FUND	132.12
Grand Total:	301,847.41

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62990	Misc. Operating Expense	800.00
100-4150-62010	Office Supplies	160.00
100-4150-63030	Contracts Expense	6,164.63
100-4160-63040	Legal Fees	7,395.00
100-4192-63020	Computer Maintenance	1,130.00
100-4194-62120	Gas-Oil-Lube	37.45
100-4194-62990	Misc. Operating Expense	392.29
100-4210-62010	Office Supplies	100.00
100-4210-62120	Gas-Oil-Lube	3,137.47
100-4210-62210	Equipment Maint & Rep	1,441.83
100-4210-62880	Personal Protective Equi	224.00
100-4210-62990	Misc. Operating Expense	70.00
100-4210-63020	Computer Maintenance	2,150.00
100-4210-63100	Animal Control	1,610.00
100-4220-62120	Gas-Oil-Lube	201.65
100-4220-62400	Small Tools and Minor E	2,160.00
100-4220-62880	Personal Protective Equi	503.24
100-4220-62990	Misc. Operating Expense	24.98
100-4220-63030	Contracts Expense	1,349.96
100-4240-63030	Contracts Expense	500.00
100-4312-62120	Gas-Oil-Lube	3,433.90
100-4312-62210	Equipment Maint & Rep	74.67
100-4312-62230	Building Maint & Repair	14.55
100-4312-62240	Department Maint & Re	893.47
100-4312-62990	Misc. Operating Expense	84.99
100-4312-63030	Contracts Expense	9,450.00
100-4315-62120	Gas-Oil-Lube	1,643.26
100-4315-62210	Equipment Maint & Rep	453.80
100-4315-63030	Contracts Expense	25,663.41

Account Summary

Account Number	Account Name	Expense Amount
100-4510-62120	Gas-Oil-Lube	505.21
100-4510-62210	Equipment Maint & Rep	487.59
100-4510-62240	Department Maint & Re	101.10
100-4510-63030	Contracts Expense	4,914.25
100-4540-62990	Misc. Operating Expense	7,878.00
100-4550-62230	Building Maint & Repair	14.28
100-4560-62230	Building Maint & Repair	5.29
100-4570-62230	Building Maint & Repair	73.29
100-4650-62120	Gas-Oil-Lube	43.21
100-4650-63030	Contracts Expense	356.82
100-4670-62990	Misc. Operating Expense	297.25
100-4671-62200	System Expense	17,935.00
530-4680-65940	Work in Progress - Legal/	114.74
610-4810-62510	Liquor for Resale	86,460.09
610-4810-62520	Beer for Resale	22,172.27
610-4810-62530	Wine for Resale	23,634.83
610-4810-62540	Soft Drinks/Mix for Resal	1,152.14
610-4810-62590	Misc. Mdse for Resale	86.40
610-4810-62610	Freight in (Liquor)	3,002.06
610-4840-62010	Office Supplies	54.88
610-4840-62140	Off Sale Supplies	15.27
610-4850-62210	Equipment Maint & Rep	24.88
620-4840-62120	Gas-Oil-Lube	386.55
620-4840-62160	Chemicals	20,751.11
620-4840-62170	Field Supplies	74.67
620-4840-62890	Uniforms/ID Clothing	696.00
620-4840-62990	Misc. Operating Expense	4,785.91
620-4850-62230	Building Maint & Repair	141.20
620-4890-63110	Consulting Fees	10,005.75
620-4890-63590	Printing & Publications	197.54
620-4890-64370	Taxes and Licenses	8,512.00
620-4890-64400	Travel, Conference, Scho	158.95
670-4840-62120	Gas-Oil-Lube	400.21
670-4890-63030	Contracts Expense	3,424.86
680-4840-62120	Gas-Oil-Lube	667.22
680-4840-62880	Personal Protective Equi	62.59
680-4840-62990	Misc. Operating Expense	20.72
680-4850-62220	Lift Station and Pond Ma	453.47
690-4840-62120	Gas-Oil-Lube	1,190.87
690-4840-62880	Personal Protective Equi	503.94
690-4840-62990	Misc. Operating Expense	171.56
690-4850-62210	Equipment Maint & Rep	1,561.43

Account Summary

Account Number	Account Name	Expense Amount
690-4850-62360	Distribution Maint	58.05
690-4890-63030	Contracts Expense	213.47
690-4890-64400	Travel, Conference, Scho	107.97
690-4890-68880	Conservation Program	5,550.28
810-4820-61500	Annuity Payments	1,025.57
820-4840-62120	Gas-Oil-Lube	90.17
820-4840-62880	Personal Protective Equi	34.97
820-4850-62230	Building Maint & Repair	6.98
Grand Total:		301,847.41

Project Account Summary

Project Account Key	Expense Amount
None	301,847.41
Grand Total:	301,847.41



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00195 - 12/15/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AIRGAS USA LLC							
AIRGAS USA LLC	9120058255	12/15/2021	100-4312-62240	Department Maint & Repair	WELDING SUPPLIES		154.01
Vendor AIRGAS USA LLC Total:							154.01
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC PY	NOV 2021	12/15/2021	610-4890-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2		7,281.10
Vendor BANKCARD ELECTRONIC PYMTS INC Total:							7,281.10
Vendor: ENVIRONMENTAL TOXICITY CONTROL INC							
ENVIRONMENTAL TOXICITY	21-183	12/15/2021	680-4840-62170	Field Supplies	TEST WW SAMPLES		925.00
Vendor ENVIRONMENTAL TOXICITY CONTROL INC Total:							925.00
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	100-4150-63210	Communication Expense	PHONE CHARGES - DEC 202		491.92
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	100-4220-63210	Communication Expense	PHONE CHARGES - DEC 202		66.95
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	100-4240-63210	Communication Expense	PHONE CHARGES - DEC 202		36.98
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	100-4312-63210	Communication Expense	PHONE CHARGES - DEC 202		83.97
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	100-4510-63210	Communication Expense	PHONE CHARGES - DEC 202		48.99
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	100-4570-63210	Communication Expense	PHONE CHARGES - DEC 202		9.99
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	100-4650-63210	Communication Expense	PHONE CHARGES - DEC 202		137.97
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	610-4830-63210	Communication Expense	PHONE CHARGES - DEC 202		80.98
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	620-4830-63210	Communication Expense	PHONE CHARGES - DEC 202		222.87
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	630-4830-63210	Communication Expense	PHONE CHARGES - DEC 202		374.85
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	690-4830-63210	Communication Expense	PHONE CHARGES - DEC 202		341.91
GARDEN VALLEY TECHNOLO	101121076	12/15/2021	690-4830-63210	Communication Expense	PHONE CHARGES - DEC 202		0.14
Vendor GARDEN VALLEY TECHNOLOGIES Total:							1,897.52
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR	NOV 2021 - ASHLEY	12/15/2021	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2		6.76
GLOBAL PAYMENTS INTEGR	NOV 2021 - ASHLEY	12/15/2021	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2		472.21
GLOBAL PAYMENTS INTEGR	NOV 2021	12/15/2021	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2		2,648.59
Vendor GLOBAL PAYMENTS INTEGRATED Total:							3,127.56
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVIC	8349G	12/15/2021	100-4312-62210	Equipment Maint & Repair	FILTERS - #5520		217.96
Vendor INTERSTATE BILLING SERVICE Total:							217.96
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	1739375	12/15/2021	100-4312-62120	Gas-Oil-Lube	RV ANTIFREEZE		27.43
L & M SUPPLY INC	1739729	12/15/2021	690-4840-62880	Personal Protective Equipm	PPE D LARSON - JEANS / JAC		378.94
L & M SUPPLY INC	1746397	12/15/2021	100-4220-62990	Misc. Operating Expense	FLASHLIGHT / ZIP TIES		60.96
L & M SUPPLY INC	1747033	12/15/2021	690-4840-62990	Misc. Operating Expense	BATTERY CHARGER - TESTIN		38.99

Council Approval Register

Packet: APPKT00195 - 12/15/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
L & M SUPPLY INC	1753735	12/15/2021	100-4220-62990	Misc. Operating Expense	AIR HOSE / COUPLER		44.97
L & M SUPPLY INC	1755628	12/15/2021	100-4312-62240	Department Maint & Repair	NITRIL GLOVES / EXTN COR		134.95
L & M SUPPLY INC	1757911	12/15/2021	630-4850-62230	Building Maint & Repair	300W PHOTO CONTROL LA		19.13
L & M SUPPLY INC	1758350	12/15/2021	100-4510-62240	Department Maint & Repair	HOLIDAY BOWS - GAZEBO		50.97
L & M SUPPLY INC	1763700	12/15/2021	690-4840-62990	Misc. Operating Expense	GAS CANS - KEROSENE HEAT		41.98
Vendor L & M SUPPLY INC Total:							798.32
Vendor: MINNESOTA ENERGY GROUP-00003							
MINNESOTA ENERGY GROU	3948204206	12/15/2021	100-4220-63890	Utilities Expense	GAS METER READING - DEC		228.37
MINNESOTA ENERGY GROU	3948204206	12/15/2021	100-4550-63890	Utilities Expense	GAS METER READING - DEC		570.35
MINNESOTA ENERGY GROU	3948204206	12/15/2021	100-4560-63890	Utilities Expense	GAS METER READING - DEC		479.82
MINNESOTA ENERGY GROU	3948204206	12/15/2021	100-4570-63890	Utilities Expense	GAS METER READING - DEC		481.02
Vendor MINNESOTA ENERGY GROUP-00003 Total:							1,759.56
Vendor: MINNESOTA ENERGY GROUP-00007							
MINNESOTA ENERGY GROU	NOV 2021	12/15/2021	100-4194-63890	Utilities Expense	GAS METER READING - NOV		21.38
Vendor MINNESOTA ENERGY GROUP-00007 Total:							21.38
Vendor: NORTHERN MUNICIPAL POWER AGENCY							
NORTHERN MUNICIPAL PO	NOV 2021	12/15/2021	690-4810-68400	Purchased Power	DE & ENERGY - NOV 2021		950,832.74
Vendor NORTHERN MUNICIPAL POWER AGENCY Total:							950,832.74
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE IN	136896	12/15/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		5,235.70
NORTHWEST BEVERAGE IN	136968	12/15/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		18,805.40
NORTHWEST BEVERAGE IN	136968	12/15/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		134.00
NORTHWEST BEVERAGE IN	136981	12/15/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		2,453.80
NORTHWEST BEVERAGE IN	136981	12/15/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		134.00
NORTHWEST BEVERAGE IN	137001	12/15/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		80.00
Vendor NORTHWEST BEVERAGE INC Total:							26,842.90
Vendor: PAYMENT SERVICE NETWORK INC							
PAYMENT SERVICE NETWO	NOV 2021	12/15/2021	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2		150.45
Vendor PAYMENT SERVICE NETWORK INC Total:							150.45
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550012577	12/15/2021	100-4312-62210	Equipment Maint & Repair	DISMOUNT/MOUNT TIRES -		214.15
POMPS TIRE SERVICE INC	1550012811	12/15/2021	100-4312-62210	Equipment Maint & Repair	DISMOUNT/MOUNT TIRES -		338.14
POMPS TIRE SERVICE INC	1550012854	12/15/2021	100-4210-62210	Equipment Maint & Repair	DISMOUNT/MOUNT TIRES -		310.47
POMPS TIRE SERVICE INC	1550012981	12/15/2021	100-4312-62210	Equipment Maint & Repair	DISMOUNT/MOUNT TIRES -		169.60
Vendor POMPS TIRE SERVICE INC Total:							1,032.36
Vendor: SUNNY HILL DISTRIBUTORS INC							
SUNNY HILL DISTRIBUTORS	367757	12/15/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		442.47
SUNNY HILL DISTRIBUTORS	367757	12/15/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		123.20
SUNNY HILL DISTRIBUTORS	367757	12/15/2021	610-4810-62610	Freight In (Liquor)	FREIGHT		13.78
SUNNY HILL DISTRIBUTORS	373090	12/15/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		58.50

Council Approval Register

Packet: APPKT00195 - 12/15/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SUNNY HILL DISTRIBUTORS	373090	12/15/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE	Vendor SUNNY HILL DISTRIBUTORS INC Total:	200.00 837.95
Vendor: T D S METROCOM - MN							
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	100-4150-63210	Communication Expense	SECURITY/PHONE LINES - D		43.16
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	100-4194-63210	Communication Expense	SECURITY/PHONE LINES - D		43.16
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	100-4210-63210	Communication Expense	SECURITY/PHONE LINES - D		65.00
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	100-4220-63210	Communication Expense	SECURITY/PHONE LINES - D		43.16
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	100-4510-63210	Communication Expense	SECURITY/PHONE LINES - D		47.16
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - D		44.20
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - D		47.16
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - D		43.16
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - D		43.16
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - D		43.16
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	620-4830-63210	Communication Expense	SECURITY/PHONE LINES - D		65.00
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	620-4830-63210	Communication Expense	SECURITY/PHONE LINES - D		65.00
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - D		47.66
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - D		45.61
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	680-4830-63210	Communication Expense	SECURITY/PHONE LINES - D		770.50
T D S METROCOM - MN	DEC 2021/JAN 2022	12/15/2021	690-4830-63210	Communication Expense	SECURITY/PHONE LINES - D	Vendor T D S METROCOM - MN Total:	65.00 1,521.25
Vendor: VENUWORKS OF THIEF RIVER FALLS							
VENUWORKS OF THIEF RIVE	391214	12/15/2021	630-4063-53626	Misc. Other Revenue	REIMBURSE - COCA COLA P	Vendor VENUWORKS OF THIEF RIVER FALLS Total:	5,000.00 5,000.00
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #48639	9894045607	12/15/2021	100-4210-61060	Temporary Salaries	MONTHLY ACCESS CHARGE	Vendor VERIZON WIRELESS #486397938 Total:	185.05 185.05
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #74204	9894088500	12/15/2021	100-4150-63210	Communication Expense	IPAD CHARGES - DEC 2021		51.22
VERIZON WIRELESS #74204	9894088500	12/15/2021	620-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		35.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	620-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		37.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	620-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		40.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	680-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		35.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	690-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		40.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	690-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		35.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	690-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		35.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	690-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		40.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	690-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		40.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	690-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021		35.01
VERIZON WIRELESS #74204	9894088500	12/15/2021	690-4830-63210	Communication Expense	IPAD CHARGES - DEC 2021	Vendor VERIZON WIRELESS #742042583 Total:	40.01 40.01 35.01 40.01 538.35

Council Approval Register

Packet: APPKT00195 - 12/15/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WALLWORK TRUCK CENTER FARGO							
WALLWORK TRUCK CENTER	01P203635	12/15/2021	100-4312-62210	Equipment Maint & Repair	TRUCK PARTS - #5514 & #55		198.99
Vendor WALLWORK TRUCK CENTER FARGO Total:							198.99
Grand Total:							1,003,322.45

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	5,156.34
610 - LIQUOR DISPENSARY	35,172.41
620 - WATER UTILITY FUND	464.90
630 - ARENAS - VENUWORKS	5,487.25
680 - WASTEWATER UTILITY FUND	1,730.51
690 - ELECTRIC UTILITY FUND	955,311.04
Grand Total:	1,003,322.45

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	586.30
100-4194-63210	Communication Expense	43.16
100-4194-63890	Utilities Expense	21.38
100-4210-61060	Temporary Salaries	185.05
100-4210-62210	Equipment Maint & Rep	310.47
100-4210-63210	Communication Expense	65.00
100-4220-62990	Misc. Operating Expense	105.93
100-4220-63210	Communication Expense	110.11
100-4220-63890	Utilities Expense	228.37
100-4240-63210	Communication Expense	36.98
100-4312-62120	Gas-Oil-Lube	27.43
100-4312-62210	Equipment Maint & Rep	1,138.84
100-4312-62240	Department Maint & Re	288.96
100-4312-63210	Communication Expense	83.97
100-4510-62240	Department Maint & Re	50.97
100-4510-63210	Communication Expense	96.15
100-4550-63890	Utilities Expense	570.35
100-4560-63890	Utilities Expense	479.82
100-4570-63210	Communication Expense	9.99
100-4570-63890	Utilities Expense	481.02
100-4650-63210	Communication Expense	137.97
100-4670-63060	Credit Card Fees	6.76
100-4670-64500	Senior Citizen Programs	91.36
610-4810-62510	Liquor for Resale	500.97
610-4810-62520	Beer for Resale	26,574.90
610-4810-62540	Soft Drinks/Mix for Resal	591.20
610-4810-62610	Freight In (Liquor)	13.78
610-4830-63210	Communication Expense	210.46
610-4890-63060	Credit Card Fees	7,281.10
620-4830-63210	Communication Expense	464.90
630-4063-53626	Misc. Other Revenue	5,000.00
630-4830-63210	Communication Expense	468.12

Account Summary

Account Number	Account Name	Expense Amount
630-4850-62230	Building Maint & Repair	19.13
680-4830-63210	Communication Expense	805.51
680-4840-62170	Field Supplies	925.00
690-4810-68400	Purchased Power	950,832.74
690-4830-63210	Communication Expense	747.14
690-4840-62880	Personal Protective Equi	378.94
690-4840-62990	Misc. Operating Expense	80.97
690-4890-63060	Credit Card Fees	3,271.25
	Grand Total:	1,003,322.45

Project Account Summary

Project Account Key	Expense Amount
None	1,003,322.45
	Grand Total:
	1,003,322.45



City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
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www.citytrf.net

Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval To Process Year-End Accounts Payable Through December 30, 2021

RECOMMENDATION: It is respectfully requested the Council consider the following:

MOTION TO: by the City Council, to authorize staff to process year-end accounts payable with payment on December 30, 2021. Staff will email a report to the Council prior to payment with Council invited to contact City Administrator Angela Philipp if they see something they question.

BACKGROUND: Annually, the City Council can authorize payment of year-end bills to simplify the year-end accounting.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval of Certification of Unpaid Grass/Weed Mowing Charges to Property Owners' 2022 Property Tax

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendations:

MOTION TO: by the City Council, to certify the following unpaid grass mowing charges from the 2021 mowing season to the Pennington County Auditor for collection as part of the property owner's property tax statement in 2022:

ADDRESS	PARCEL	AMOUNT
618 Duluth Ave N	25.015.060.90	64.80
610 1st St E	25.006.297.60	64.80
1016 Duluth Ave N	25.021.019.20	45.68
102 Cottonwood Ave	25.054.021.30	20.30
939 Duluth Ave N	25.021.035.40	45.68

BACKGROUND: WHEREAS, grass mowing charges remain unpaid to the City of Thief River Falls; and,

WHEREAS, pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the City may certify to the Pennington County Auditor the unpaid grass mowing charges.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval to Write Off Uncollectible Utility Accounts

RECOMMENDATION: It is respectfully requested the Council consider the following:

MOTION TO: Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts for the previous 12-month period. \$20,849.39 has been turned over to the Credit Bureau; \$25,621.66 has been submitted to the MN Revenue Recapture program, \$411.51 in small direct write-offs and \$16,575.04 turned over to tax roll, for a total of \$63,457.60.

BACKGROUND: Collection of delinquent accounts is done each month rather than wait until year end. The attached is a summary of what has been done with those delinquent accounts.

KEY ISSUES: Most delinquents are turned over to the Minnesota Revenue Recapture program to be taken from the customers State tax withholdings and end up being paid. A few are turned over to the Credit Bureau. If the customer who incurred the bill owned the property, we can certify it to the County for collection with taxes.

FINANCIAL CONSIDERATIONS: Total to write off is \$63,457.60. It is anticipated that the majority of that will be recovered by the Minnesota Revenue Recapture Program.

LEGAL CONSIDERATION: City policy is followed.

DEPARTMENT/RESPONSIBLE PERSON: Patsy Lindquist, Utility Billing

ATTACHMENTS:

1.	TURN OVERS END 2021 A
----	-----------------------

ACCOUNT NUMBER	MN RECAPTURE	
	March 2021	
08-01102-004		\$ 264.95
27-03793-002		\$ 610.14
01-04715-002		\$ 565.96
08-01109-004		\$ 433.36
16-02049-002		\$ 1,200.74
26-04883-002		\$ 177.12
15-01774-001		\$ 209.84
	May 2021	
05-00647-001		\$ 1,079.20
20-02723-002		\$ 133.19
20-02730-004		\$ 112.36
24-03485-009		\$ 446.82
	June 2021	
23-03162-008		\$ 149.92
26-04639-004		\$ 132.45
27-03793-004		\$ 298.38
06-00802-006		\$ 222.97
23-03145-003		\$ 248.70
13-04579-004		\$ 1,264.25
26-04639-005		\$ 87.24
31-05030-001		\$ 208.85
03-00475-002		\$ 325.62
02-00094-005		\$ 2,321.58
23-03158-002		\$ 686.44
31-05113-001		\$ 104.73
	Sept 2021	
09-01144-000		\$ 163.48
16-02044-000		\$ 301.38
03-00303-000		\$ 381.40
26-03685-002		\$ 1,457.59
19-02462-001		\$ 109.14
	Nov-21	
13-01526-000		\$ 913.38
02-00183-000		\$ 309.59
02-00124-005		\$ 284.24
01-00033-002		\$ 2,314.84
23-03259-004		\$ 87.10
06-00804-001		\$ 81.33
22-02982-006		\$ 1,040.95
13-04580-009		\$ 786.30
09-01167-001		\$ 258.14
29-04237-000		\$ 4,807.04
22-02982-006		\$ 1,040.95
	Total	\$ 25,621.66

	Credit Bureau	
	Jun-21	
20-02726-001		\$ 1,076.71
08-01109-006		\$ 403.02
	Sep-21	
25-03536-000		\$ 133.17

17-02243-001		\$ 134.63
	Nov-21	
15-01842-000		\$ 843.37
15-01882-005		\$ 2,046.69
15-01909-002		\$ 191.44
15-01846-011		\$ 468.35
27-03770-002		\$ 417.57
14-01652-009		\$ 163.61
20-02764-001		\$ 187.64
02-00100-001		\$ 1,972.95
12-01501-004		\$ 111.83
12-01502-000		\$ 1,525.68
12-01500-000		\$ 4,313.90
27-03757-003		\$ 1,623.41
04-00509-002		\$ 1,086.85
09-01126-000		\$ 137.30
22-02950-000		\$ 103.35
04-00525-005		\$ 116.82
19-02550-002		\$ 1,111.28
26-05179-001		\$ 159.48
19-02415-001		\$ 317.00
26-04622-006		\$ 625.33
15-01776-001		\$ 1,578.01
	Total	\$ 20,849.39

	TAX ROLL	
30-04606-000		\$ 4,371.71
04-00609-000		\$ 2,409.76
02-04335-000		\$ 2,400.01
05-00642-000		\$ 1,940.78
15-01752-000		\$ 4,299.41
22-03050-000		\$ 1,153.37
	TOTAL	\$ 16,575.04

	MISC	
08-01061-002		\$ 9.75
26-03741-001		\$ 3.36
26-04866-005		\$ 71.32
1501747-005		\$ 16.09
23-03271-003		\$ 12.45
26-04933-002		\$ 42.78
19-02663-005		\$ 35.65
26-04635-002		\$ 20.49
23-03259-004		\$ 87.10
06-00804-001		\$ 81.33
24-04756-032		\$ 31.19
	Total	\$ 411.51

\$ 63,457.60



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Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval to Write Off Falls Liquor Store NSF Checks

RECOMMENDATION: It is respectfully requested the Council consider the following:

MOTION TO: by the City Council, to accept a Public Safety/Liquor Committee recommendation to write off Falls Liquor Store NSF checks totaling \$1,019.71 to bad debt expense. Efforts will continue to collect on the outstanding accounts.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Steve Olson, Liquor Store Manager

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval of TRF Police Department order of a Dodge Charger police vehicle for purchase in 2022

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Safety Committee recommendation:

MOTION TO: Approve the TRF Police Department squad car purchase of a 2022 Dodge Charger police vehicle from Dodge of Burnsville to be paid from 2022 budget

BACKGROUND: The police department is budgeted for \$36,000 to purchase a squad vehicle for 2022 with an additional \$10,000 to purchase/install police equipment into the vehicle. Dodge of Burnsville is a state bid contract vendor and provided a quote of \$33,756 which also includes a number of options of value in a police vehicle. The Dodge Charger price was below the budget price and was what TRF PD officers expressed interest in for their next patrol vehicle.

KEY ISSUES: The attached spreadsheet shows the Dodge of Burnsville cost. The added options include ballistic door panels which provide an added level of safety for officers inside the passenger compartment as well as driver's side spotlight and pursuit rated tires. A second bid was received from a local dealership which was unable to match the Dodge of Burnsville price.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: The Dodge of Burnsville price of \$33,756 is below the approved purchase budget price of \$36,000.

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Police Chief

ATTACHMENTS:

1.	2022 Charger Police AWD V6 LDEE48 Quote Sheet
----	---

Date

Purchaser

Dodge of Burnsville

12101 Hwy 35W South

Todd Prissel

tprissel@dodgeofburnsville.com

952-767-2702

State Contract # 184131

Allow 24-30 weeks for delivery from order date

Order Cutoff 7-22

2022 Charger Police AWD V6

Note: Please select options

Options**LDEE48 28A Package**

Base Vehicle Contract Price

\$ 28,795.00

Extra OEM Key From Dealer

EDK

\$215

\$215

Funcional Packages:		Copy and Paste Price to add options	
Street Appearance Group	AEB	\$ 338.00	
Convenience Group I	AHM	\$ 432.00	
Integrated Display Package	AV2	\$ 2,015.00	
Fleet Safety Group	AWC	\$ 316.00	
Max Flow Package	AYJ	\$ 136.00	
Additional Equipment Groups			
Power Heated Mirrors w/Man F/Away	GUK	\$ 55.00	\$ 55.00
245/55R18 BSW Performance Tires	TYL	\$ 162.00	\$ 162.00
18" Wheel Covers	W8A	\$ 35.00	
Additional Police Equipment			
Patrol Package Base Prep	AYE	\$ 1,800.00	
Patrol Package Wiring Prep Package	AYW	\$ 1,036.00	
Additional Features			
Steel Seat Back Panel Inserts	CBT	\$ 121.00	
Floor Carpet	CKD	\$ 113.00	
Delete Carpet	CK9	\$ -	
Replace Full Console w/Mini Console	CM8	\$ -	
Full Length Floor Console	CUF	\$ 266.00	
Police Floor Console	CUG	\$ 676.00	
Deactivate Rear Doors/Windows	CW6	\$ 68.00	
Door/Window Activation Kit	CW7	\$ 90.00	
Entire Fleet Alike Key (FREQ 2)	GXA	\$ 125.00	
Entire Fleet Alike Key (FREQ 3)	GXE	\$ 125.00	
Entire Fleet Alike Key (FREQ 1)	GXF	\$ 125.00	
Entire Fleet Alike Key (FREQ 4)	GXG	\$ 125.00	
Additional Non-Key Alike Fobs	GXQ	\$ 136.00	
Rear Shelf Silencer Insulation	HGC	\$ 35.00	
130 MPH Maximum Speed Calibration	JJ5	\$ -	
Front Reading/Map Lamps	LBG	\$ 68.00	
Matching Right Spot Lamp	LNA	\$ 189.00	
Black Left Spot Lamp	LNF	\$ 189.00	\$ 189.00
Add LED to Spots(Each)	LNK	\$ 136.00	

Date

Purchaser

Dodge of Burnsville

12101 Hwy 35W South

Todd Prissel

tprissel@dodgeofburnsville.com

952-767-2702

Security Alarm	LSA	\$ 136.00	
Front Licence Plate Bracket	MDA	\$ -	tprissel@dodgeofburnsville.com
Delete Badge	MSY	\$ -	
Delete Spare Tire	TBF	\$ (90.00)	
Full Spare Tire Relocation Bracket	TBH	\$ 130.00	
Passenger Side Ballistic Door Panel	XDG	\$ 2,116.00	\$ 2,116.00
Drive Side Ballistic Door Panel	XDV	\$ 2,116.00	\$ 2,116.00
Equipment Mounting Bracket	XFX	\$ 90.00	
Seat Options			
HD Cloth Bucket & Rear Bench Seats/Black C8X9		\$ -	
HD Cloth Bucket Seats w/Vinyl Rear/Black X5X9		\$ 108.00	\$ 108.00
Color Options			
Bright Silver Metallic Clear Coat	PS2	\$ -	
Electric Blue Pearl Coat	PB5	\$ 450.00	
F8 Green	PFQ	\$ 86.00	
Frostbite	PCA	\$ 86.00	
Go Mango	PVP	\$ 356.00	
Granite Crystal Met. Clear Coat	PAU	\$ 86.00	
Hellraisin	PCD	\$ 356.00	
Indigo Blue	PBM	\$ 86.00	
Michigan State Police Blue	P79	\$ 450.00	
Midnight Blue Pearl Coat	PB8	\$ 450.00	
Octane Red Pearl Coat	PRV	\$ 356.00	
Pitch Black	PX8	\$ -	PX8
Ranger Clear Coat	P82	\$ 450.00	
Sinamon Stick	PEC	\$ 356.00	
Smoke Show	PAE	\$ 86.00	
Stinger Yellow Clear Coat	PYV	\$ 86.00	
TorRed Clear Coat	PR3	\$ -	
Triple Nickel Clear Coat	PSE	\$ 86.00	
White Knuckle Clear Coat	PW7	\$ -	
Dealer Installed Options			
Engine Block Heater	DBH	\$ 275.00	
Total Delivered Price with options Per Contract			
			\$ 33,756.00

Dodge Of Burnsville

12101 Hwy 35W South

Burnsville MN 55337

Todd Prissel

tprissel2@dodgeofburnsville.co

952-767-2702

Date

Purchaser

Dodge of Burnsville

12101 Hwy 35W South

Todd Prissel

tprissel@dodgeofburnsville.com

952-767-2702



City of Thief River Falls

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Request for Council Action

DATE: 12/21/2021

SUBJECT: Tape Drive and Cartridges

RECOMMENDATION: It is respectfully requested the Council consider the following:

MOTION TO: Approve for the City of Thief River Falls a Tape Drive and Cartridges

BACKGROUND: As part of our cybersecurity I highly recommended that we utilize tape backups to protect our data. Tape backups are the offline storage medium that is not connected to any network. Therefore ransomware attackers cannot access tape backups and infect the tape backup system. This purchase would include the tape drive, controller, data cartridges, and a cleaning cartridge.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: \$5036.73 from the IT equipment budget

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Specialist

ATTACHMENTS:

1.	TRF HPE Tape Drive Dec 2021 (003)
----	-----------------------------------



To: Joanne Olson
 City of Thief River Falls
 Phone: 218-681-2943
 Cell: 218-689-3710

Date
 12/10/2021

From: Morris Electronics Inc
 Shawn Larsen
 Phone: 320-589-1781
 Cell: 320-287-0922
 Fax: 320-589-3595
 E-mail: shawn.larsen@morriselectronics.net

Qty	Part #	Description	per unit \$	extended \$
1	11981415	HPE LTO-7 Ultrium 15000 - Tape drive - LTO Ultrium (6 TB / 15 TB) - Ultrium 7 - SAS-2 - external - encryption	\$ 3,928.43	\$ 3,928.43
1	12735669	HPE Smart Array - Storage controller (RAID) - 8 Channel - SATA 6Gb/s / SAS 12Gb/s - 12 Gbit/s - RAID 0, 1, 5, 10 - PCIe 3.0 x8	\$ 389.95	\$ 389.95
10	11965233	HPE Ultrium RW Data Cartridge - LTO Ultrium 7 - 6 TB / 15 TB - write-on labels - slate blue	\$ 64.49	\$ 644.90
1	10217618	HPE Ultrium Universal Cleaning Cartridge - LTO Ultrium - orange - cleaning cartridge	\$ 73.45	\$ 73.45
			Sub Total	\$ 5,036.73
			Sales Tax	EXEMPT
			Total	\$ 5,036.73



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Request for Council Action

DATE: 12/21/2021

SUBJECT: Request to advertise for City of Thief River Falls 5-year Fuel supply

RECOMMENDATION: It is respectfully requested the Council consider the following recommendation from the Administration Committee to authorize to advertise in The Times on January 5th, 2022 for the City of Thief River Falls Fuel bids.

MOTION TO: To authorize the City of Thief River Falls to advertise in The Times on January 5th, 2022 for fuel supply bids for delivery and at the pump. Sealed bids will be received until 10:00 am Wednesday, January 26th, 2022 by the City Administrator on behalf of the City Council. To supply fuel to the City of Thief River Falls for 5-years (2022, 2023, 2024, 2025, and 2026) with unleaded regular gasoline and/ or gasohol, and No.1 low Sulphur, No. 2 low Sulphur, Premium Fuel with Diesel Additive; low Sulphur, and propane.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 12/21/2021

SUBJECT: Veterans Memorial Park Rebuild

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendation:

MOTION TO: Approve the proposal from the Cider Mill for the rebuilding of Veterans Memorial Park in the amount of \$4,374.00

BACKGROUND: The Veterans Memorial Park is a very visible and memorable landscape park that has many public benefits to the community. The park rebuild has been discussed in committee for the last several years and is need of repair.

KEY ISSUES: The Veterans Memorial Park has been deteriorating from age of plants and unwanted volunteer plant growth and is need of new landscaping (rock, edging, and weed barrier), as well as new plantings.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

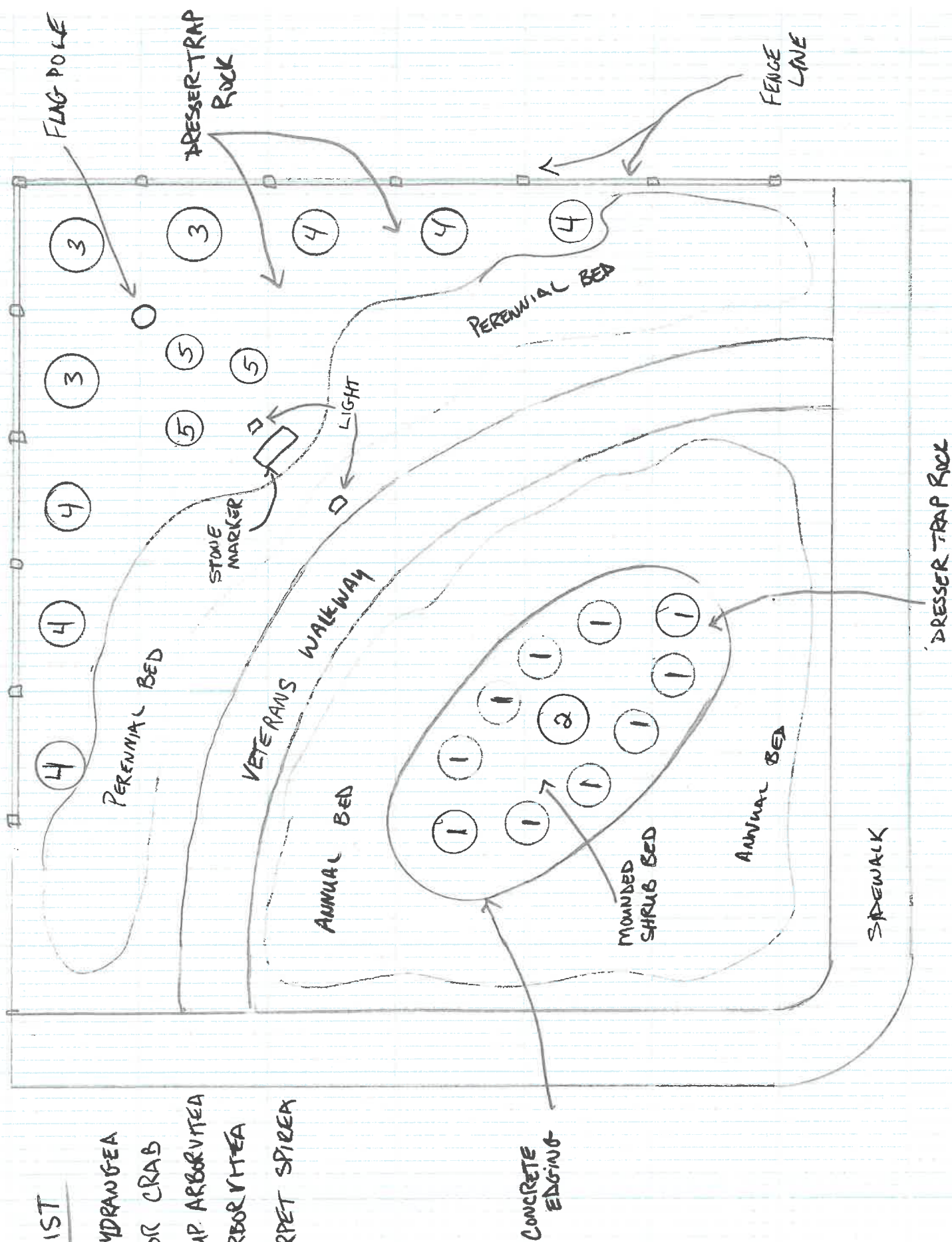
DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director.

ATTACHMENTS:

1.	veterens garden rebuild quote(cider mill)
----	---

STRUB LIST

- 1 BOBO HYDRAUNGEA
- 2 GLADIATOR CRAB
- 3 HOLMSTRUP ARBORVITEA
- 4 GLOBE ARBORVITEA
- 5 MAGIC CARPET SPIREA



10/20/2019 12:45-5:15 PM

Cider Mill
Grow with us

ESTIMATE

129 Bottineau Ave.
Red Lake Falls MN, 56750
Phone 218 684-5135
Cidermillmn@gmail.com

DATE 10/21/21

TO City of Thief River Falls

PROJECT Veterans Memorial

Description

Amount

Materials

Shrubs

6 Globe Arborvitea 50-each
3 Holmstrup Arborvitea 80-each
3 magic carpet spiraea 20-each
10 Bobo Hydrangea 38-each
1 Gladiator Crab tree 52-each
Total Shrubs

\$1092.00

Fabric - high density tight weave
90x16 1440 sqft

\$422.00

Rock 12 yds dresser-top grey

\$1680.00

Edging 50' grey concrete edgers

\$100.00

Total material

\$3294.00

Labor 18 Labor hours @ 60.00

\$1080.00

\$4374.00

Total

Estimate provided by Dan Benoit at Cider Mill

Estimate is good for 30 days.

If you have any questions concerning this invoice, contact Dan Benoit | 218 684-5135 |

THANK YOU FOR YOUR BUSINESS!



City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval of a Resolution to deed certain omitted real property to the Thief River Falls Golf Club and to authorize the Mayor and City Administrator to sign the same.

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendation:

MOTION TO: to approve a Resolution to deed certain real property consisting of the South ½ of the present driving range to the Thief River Falls Golf Course and authorize the Mayor and the City Administrator to sign the deed of conveyance.

BACKGROUND: The local Elevator is adding a spur railroad line at a location adjacent to the golf course driving range. In negotiating and preparing the easement document, the title review showed that a certain parcel of the existing driving range had not been transferred when the City deeded the golf course real property over to the Thief River Golf Club on July 11, 2005. The area in question was deeded by Lester and Thelma Halvorson to the City of Thief River Falls on November 27, 1991. The deed was not recorded or placed of record. That has now been done. The Thief River Golf Club is now requesting that the City transfer this omitted real property to it in order to clear the title issue and allow them to sign the easement with the local Elevator.

This matter was reviewed by the Public Works Committee, which recommended that the resolution be passed and the real property conveyed to the Thief River Falls Golf Club.

KEY ISSUES: This is to clear up an omission in the deed transfer by the City to the Thief River Golf Club in 2005.

FINANCIAL CONSIDERATIONS: The City would be responsible for the deed of transfer and minimum State Deed Tax of \$1.65 and the Thief River Golf Club would be responsible for the recording cost of the Resolution and the deed.

LEGAL CONSIDERATION: The city attorney has reviewed the matter.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	citydeed
2.	citydeed2
3.	map
4.	City.Thief River Golf Club.deed
5.	resolution.Thief River Golf Club

Individual(s) to Corporation
or PartnershipNo delinquent taxes and transfer entered; Certificate
of Real Estate Value (✓) filed () not required
Certificate of Real Estate Value No. 7938
December 31st, 2021Julie Hansen
County Auditorby Deputy
CCRN # 1353615 DeputySTATE DEED TAX DUE HEREON: \$ 26.40Date: November 27, 19 91OFFICE OF THE COUNTY RECORDER
PENNINGTON COUNTY, MINNESOTA

Recorded on December 3, 2021 at 8:30 AM

DOCUMENT NUMBER: **221948**

Julie A. Hansen, County Recorder

Julie A. HansenRECORD ☒ COMPARE ☒ INDEX ☒ CANCEL ☒ TRACT ☒

(reserved for recording data)

FOR VALUABLE CONSIDERATION, Lester Halvorson and Thelma
Halvorson, husband and wife, Grantor(s),
(marital status)hereby convey (✓) and warrant (✓) to City of Thief River Falls, Grantee,
a municipal corporation under the laws of State of Minnesota,
real property in Pennington County, Minnesota, described as follows:A parcel of land which is the North 295 feet of the Southwest Quarter of the
Northeast Quarter (SW $\frac{1}{4}$ NE $\frac{1}{4}$) and all that part of the North 295 feet of the
Southeast Quarter of the Northwest Quarter (SE $\frac{1}{4}$ NW $\frac{1}{4}$) of Section Twenty-one
(21), Township One Hundred Fifty-four (154) North of Range Forty-three
(43) West of the Fifth Principal Meridian, lying East of the Easterly
50 feet right-of-way line of the Soo Line Railroad,Reserving unto Grantors an easement for ingress and egress over and across
the Westerly 60 feet of said real property abutting the Railroad right-of-
way line.Seller certifies that seller is not aware of any wells on the described
real property.

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:
easements, restrictions and reservations of record.DEED TAX PAID \$ 26.40
RECEIPT NO. 17032Jennifer Hestberg/B
Pennington County Auditor-Treasurer

Affix Deed Tax Stamp Here

Lester Halvorson
Lester HalvorsonThelma Halvorson
Thelma Halvorson

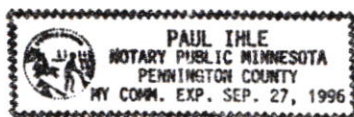
STATE OF MINNESOTA

COUNTY OF PENNINGTON

} ss.

The foregoing instrument was acknowledged before me this 27 day of November, 1991,
by Lester Halvorson and Thelma Halvorson, husband and wife, Grantor(s).

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)



SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Tax Statements for the real property described in this instrument should
be sent to (Include name and address of Grantee):City of Thief River Falls
P.O. Box 528
Thief River Falls, MN 56701

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

This instrument was drafted by
PAUL IHLE
314 North LaBree Avenue
Thief River Falls, Mn 56701

OFFICE OF THE COUNTY RECORDER
PENNINGTON COUNTY, MINNESOTA

Recorded on the 12th day of July,
2005, at 11:30 AM

CERTIFICATE OF VALUE FILED, NO
DELINQUENT TAXES, AND TRANSFER ENTERED
THIS 12th DAY OF July 2005
BY Sharon LaCourSiere
COUNTY AUDITOR
DEPUTY

DOCUMENT NUMBER: 176827

Kenneth D. Schmalz, County Recorder

by Sharon LaCourSiere, Deputy

RECORD COMPARE INDEX CANCEL STRACK

Quit Claim Deed
Corporation to Corporation

STATE DEED TAX HEREON: \$1.65

Dated: July 11th, 2005

DEED 1.65
RECEIVED 9437
PENNINGTON COUNTY TREASURER

FOR VALUABLE CONSIDERATION, City of Thief River Falls, a municipal corporation under the laws of the State of Minnesota, Grantor, hereby conveys and quit claims to Thief River Golf Club, a corporation under the laws of the State of Minnesota, Grantee, real property in Pennington County, Minnesota, described as follows:

See reverse;

together with all hereditaments and appurtenances belonging thereto.

The total consideration for this transfer of property is \$500.00 or less.
Seller certifies that there are no wells on the described real property.

CITY OF THIEF RIVER FALLS

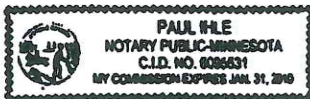
By: Dale Wennberg
Its Mayor

By: Jodie R. Torkelson
Its Clerk

STATE OF MINNESOTA)
COUNTY OF PENNINGTON) ss.

The foregoing instrument was acknowledged before me this 11th day of July, 2005, by Dale Wennberg and Jodie R. Torkelson respectively the Mayor and Clerk of City of Thief River Falls, a municipal corporation under the laws of the State of Minnesota, on behalf of the corporation.

(notary stamp or seal)



Paul Ihle
Notary Public

This Instrument was drafted by

This instrument was drafted by
PAUL IHLE
312 North Main Avenue
Thief River Falls, Mn 56701

Tax statements for the real property described in this instrument should be sent to:

Thief River Golf Club
P.O. Box 481
Thief River Falls, MN 56701

All that part of Government Lots Four (4) and Five (5), in Section Twenty-one (21), Township One Hundred Fifty-four (154) North of Range Forty-three (43) West, of the Fifth Principal Meridian, lying West of the Center line of the road now existing and used as a Public Highway and lying at or near the section line between Section Twenty-one (21) and Twenty-two (22), except that portion of Lot Five (5), lying South of a line drawn parallel with and Two Thousand Eighteen and one-half (2018½) feet south of the North line of said Lot Four (4), and also the following tract:

Measuring from the intersection of the highways at the Northeast (NE) corner of Section Twenty-one (21), in Township One Hundred Fifty-four (154) North of Range Forty-three (43), West of the Fifth Principal Meridian, south along the highway a distance of 2022 feet to a point 33 feet east of a concrete monument; thence deflect 70°05' right in a southwesterly direction for a distance of 494 feet to the point of beginning, marked by a 10 inch blazed elm on the west bank of Thief River; thence deflect 83°25' to the right in a northwesterly direction for a distance of about 567 feet to a 10 inch blazed poplar on the bank of Thief River; thence to the right along the bank of the Thief River to the point of beginning, the same being part of Lot Two (2), of Section Twenty-one (21), in Township One Hundred Fifty-four (154) North, of Range Forty-three (43) West of the Fifth Principal Meridian.

and

All that part of the North Half of the Northwest Quarter (N½NW¼) lying East of the West line of the right-of-way of the Minneapolis, St. Paul & Sault Ste. Marie Railway Company; AND Government Lots One (1) and Two (2); all in Section Twenty-one (21) Township One Hundred Fifty-four (154) North, of Range Forty-three (43) West of the Fifth Principal Meridian;

EXCEPT THE FOLLOWING DESCRIBED TRACTS OF LAND:

That part of Government Lot 1 of Section 21, Township 154 North, Range 43 West of the Fifth Principal Meridian, described as follows:

Commencing at an iron spike at the northeast corner of said Section 21; thence South 82 degrees 36 minutes 01 seconds West, assumed bearing, along the north line of said Section 21 a distance of 1691.49 feet; thence South 07 degrees 23 minutes 59 seconds East 377.34 feet; thence South 34 degrees 19 minutes 43 seconds West 45.33 feet to the point of beginning of the tract to be described; thence South 34 degrees 19 minutes 43 seconds West 65.15 feet; thence South 12 degrees 47 minutes 10 seconds East 74.85 feet; thence South 11 degrees 07 minutes 33 seconds West 64.47 feet; thence South 19 degrees 49 minutes 58 seconds West 221.01 feet; thence South 79 degrees 02 minutes 55 seconds West 230.87 feet; thence North 11 degrees 09 minutes 12 seconds West 114.22 feet to the southerly shore line of the Thief River; thence northeasterly along said shore line 490 feet, more or less to the intersection with a line bearing North 64 degrees 07 minutes 28 seconds West from the point of beginning; thence South 64 degrees 07 minutes 28 seconds East 59.56 feet to the point of beginning.

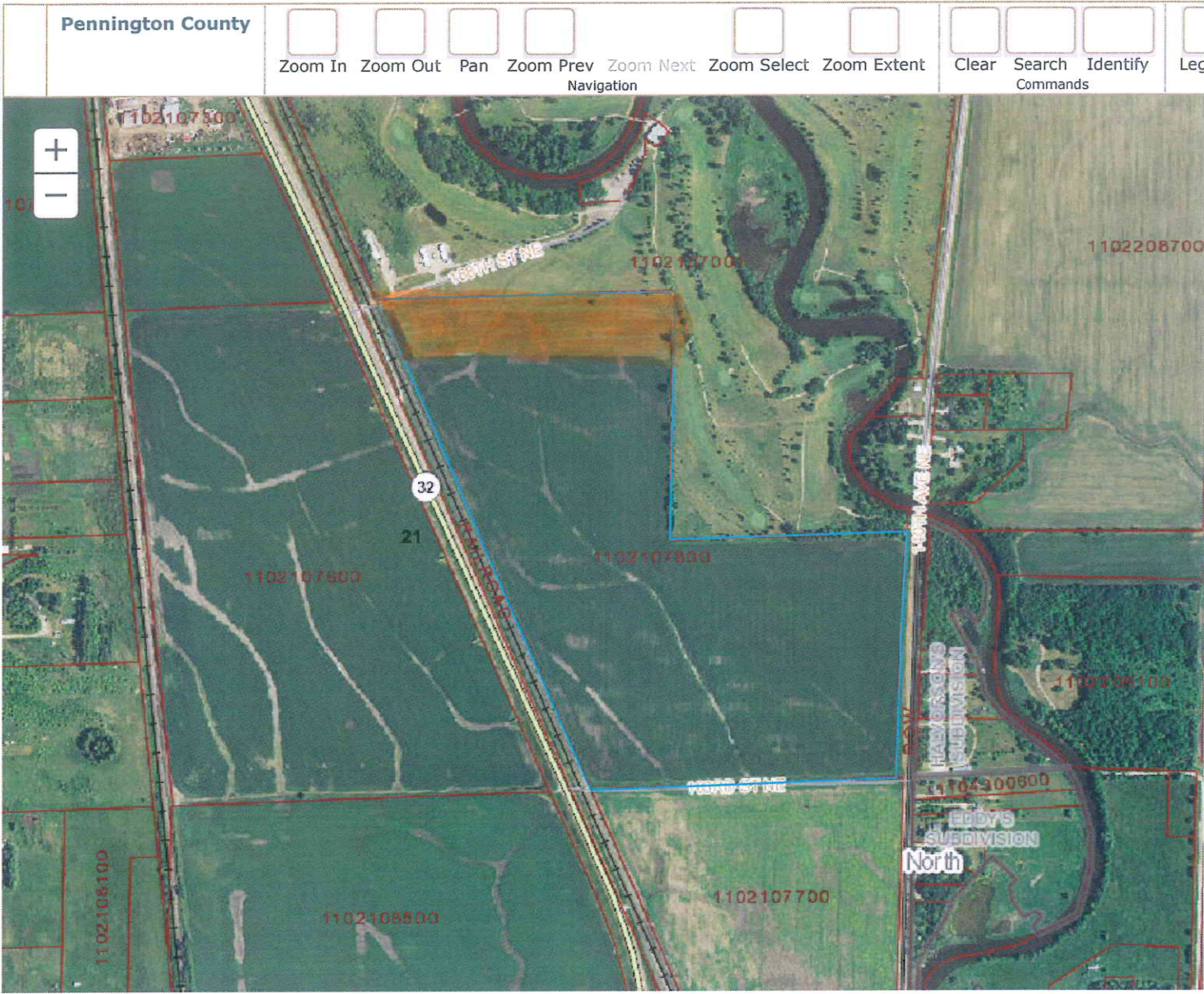
That part of Government Lot 1 of Section 21, Township 154 North, Range 43 West of the Fifth Principal Meridian, described as follows:

Commencing at an iron spike at the northeast corner of said Section 21; thence South 82 degrees 36 minutes 01 seconds West, assumed bearing, along the north line of said Section 21 a distance of 1691.49 feet; thence South 07 degrees 23 minutes 59 seconds East 377.34 feet to the point of beginning of the tract to be described; thence South 55 degrees 40 minutes 17 seconds East 79.80 feet; thence South 34 degrees 19 minutes 43 seconds West 110.50 feet; thence North 55 degrees 40 minutes 17 seconds West 79.80 feet; thence North 34 degrees 19 minutes 43 seconds East 110.50 feet to the point of beginning.

CONTINUED ON ATTACHED

That part of Government Lots Seven (7), Eight (8) and Nine (9) and the East Half of the East Half (E½E½) of Section Sixteen (16), Township One Hundred Fifty-four (154) North, Range Forty-three (43) West of the Fifth Principal Meridian, and part of Government Lot Three (3) of Section Twenty-one (21), Township One Hundred Fifty-four (154) North, Range Forty-three (43) West of the Fifth Principal Meridian, described as follows:

Commencing at an iron spike at the southeast corner of said Section 16; thence South 84 degrees 20 minutes 20 seconds West, assumed bearing, along the south line of said Section 16 a distance of 2149.42 feet to an iron pipe monument, being the point of beginning of the tract to be described; thence North 03 degrees 00 minutes 00 seconds West 596.00 feet to an iron pipe monument; thence North 83 degrees 56 minutes 54 seconds East 856.80 feet to an iron pipe monument; thence North 03 degrees 00 minutes 00 seconds West 2186.90 feet to an iron pipe monument; thence North 78 degrees 45 minutes 25 seconds West 96.93 feet, more or less, to the east bank of the Thief River; thence southerly, southwesterly, northwesterly, westerly and southeasterly along the said easterly bank to an iron pipe monument at the intersection with a line bearing South 35 degrees 55 minutes 12 seconds East; thence North 35 degrees 55 minutes 12 seconds West 48.67 feet to an iron pipe monument; thence South 79 degrees 18 minutes 22 seconds West 410.92 feet to an iron pipe monument; thence North 03 degrees 00 minutes 00 seconds West 44.00 feet to the point of beginning;



1 Items

	PARCEL NUMBER	PROPERTY ADDRESS	PROPERTY CITY	PROPERTY ZIP	TAXPAYER NAME 1	TAXPAYER NA
X	1102107800				LLOYD T HALVORSON	CAROL HALVOR

Scale 1: 9000

Quit Claim Deed

Municipal Corporation to Corporation

STATE DEED TAX HEREON: \$1.65

Dated: December 21, 2021

FOR VALUABLE CONSIDERATION, City of Thief River Falls, a municipal corporation under the laws of the State of Minnesota, Grantor, hereby conveys and quit claims to Thief River Golf Club, a corporation under the laws of the State of Minnesota, real property in Pennington County, Minnesota, described as follows:

A parcel of land which is the North 295 feet of the Southwest Quarter of the Northeast Quarter (SW1/4NE1/4) and all that part of the North 295 feet of the Southeast Quarter of the Northwest Quarter (SE1/4NW1/4) of Section Twenty-one (21), Township One Hundred Fifty-four North of Range Forty-three (43) West of the Fifth Principal Meridian, lying East of the Easterly 50 feet right-of-way line of the Soo Line Railroad, subject to an easement for ingress and egress over and across the Westerly 60 feet of said real property abutting the said Railroad right-of-way.

together with all hereditaments and appurtenances belonging thereto.

The total consideration for this transfer of property is \$500.00 or less. Seller certifies that there are no wells on the real property conveyed.

City of Thief River Falls

By: _____
Its Mayor

By: _____
Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF PENNINGTON)

The foregoing instrument was acknowledged before me this 21st day of December, 2021, by Brian Holmer and Angela Philipp, being the Mayor and City Administrator of the City of Thief River Falls, a municipal corporation under the laws of the State of Minnesota, on behalf of the corporation.

(notary stamp or seal)

Notary Public

Tax statements for the real
property described in this
instrument should be sent to:

Thief River Golf Club
P.O. Box 481
Thief River Falls, MN 56701

RESOLUTION NO. _____

At a regular meeting of the City Council held December 21, 2021, alderman _____, seconded by alderman _____, introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING A DEED OF CONVEYANCE OF THAT CERTAIN
REAL PROPERTY DESCRIBED HEREIN.**

WHEREAS, The City of Thief River Falls is the owner of the following described Real Property, (hereafter "Real Property"), located in the County of Pennington and State of Minnesota, to-wit:

A parcel of land which is the North 295 feet of the Southwest Quarter of the Northeast Quarter (SW1/4NE1/4) and all that part of the North 295 feet of the Southeast Quarter of the Northwest Quarter (SE1/4NW1/4) of Section Twenty-one (21), Township One Hundred Fifty-four North of Range Forty-three (43) West of the Fifth Principal Meridian, lying East of the Easterly 50 feet right-of-way line of the Soo Line Railroad, subject to an easement for ingress and egress over and across the Westerly 60 feet of said real property abutting the said Railroad right-of-way.

WHEREAS, The City does not need said real property and desires to convey said Real Property and the Thief River Golf Club desires to purchase said real property, and

NOW, THEREFORE, BE IT RESOLVED, By the City Council of Thief River Falls, Minnesota, that the sale of said Real Property has no relationship to the Comprehensive Municipal Plan or the Council finds that the sale is in compliance with the same and the Thief River Falls Planning Commission is therefore not required to review said sale.

BE IT FURTHER RESOLVED, That the Mayor and City Clerk are authorized and directed to sign a deed of conveyance conveying said Real Property to Thief River Golf Club.

RESOLUTION DECLARED PASSED BY AT LEAST TWO-THIRDS VOTES

CITY OF THIEF RIVER FALLS

BY: _____
Mayor

ATTEST:

By: _____
City Administrator



Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval of Tax Abatements

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendation:

MOTION TO: Approve Tax Abatement for the following properties.

- 219 Duluth Avenue North. Original Townsite of Thief Riv Lots 9 & 10 Blk 39. Parcel number 25.003.332.90 - Lester John Larson. Total estimated abatement is \$573.47.
- 212 Willow Road. Noreen's First Addition SO 12' of Lot 22, Lot 23, Lot 24 Less SO 44' Blk 4 Parcel number 25.062.053.00 - Adrian Prestebak. Total estimated abatement is \$646.93.
- 2028 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-013 Block-001 Parcel number 25.121.013.10 - Bryce Gillie. Total estimated abatement is \$780.13
- 2004 Nelson Drive. Lot 5, Block 1, MMCDC'S Greenwood Neighborhood Addition Lot-025 Block-001. Parcel number 25.121.025.10 - Lori Alvarado. Total estimated abatement is \$440.80.
- 2022 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-016 Block-001 Parcel number 25.121.016.10 - Shelby Erickson. Total estimated abatement is \$502.64.
- 110 Breezy Drive. Narveruds First Addition South 9' of Lot 3 and North 36' of Lot 4 Blk 2. Parcel number 25.043.004.22 - Donita Stepan. Total estimated abatement is \$1,000.53.

BACKGROUND: The City of Thief River Falls and Pennington County, and in MMCDC'S Greenwood Neighborhood Addition also includes the school district, has a tax abatement program in place for new single-family homes built in the City of Thief River Falls. The home construction cost, excluding the lot value, cannot exceed \$160,000 for homes built prior to June of 2015 and \$200,000 for homes built after that. This abatement is good for three years and up to seven years if there are assessments. This only applies to the first owner occupying the home. Properties currently in the program, in their second, third or fourth year of abatement are as follows:

Second Year

- 2015 Greenwood Street East. Lot 4, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.004.10 – Kellie Dagg. Total estimated abatement is \$513.74.
- 2013 Greenwood Street East. Lot 3, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.003.10 – Tanner Nessen. Total estimated abatement is \$636.89.
- 2103 Greenwood Street East. Lot 9, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.009.10 – Brandi Dorge. Total estimated abatement is \$547.04.

- 2021 Greenwood Street East. Lot 7, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.007.10 – Mackenzie Swick. Total estimated abatement is \$628.96.
- 1526 Cartway Drive. Rustad Addition S 125' of N 135' of Lots 58-59 less E 14' of Lot 59 Parcel A. Parcel number 25.047.038.01 – Jeremiah Nichols. Total estimated abatement is \$875.79.
- 1301 Labree Avenue North. Fairfield Addition S 137.4' of Lot 16. Parcel number 25.022.017.00 – Diana Donarski. Total estimated abatement is \$675.47.
- 2101 Greenwood Street East. Lot 8, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.008.10 – Tanner Dicken. Total estimated abatement is \$670.72.
- 108 Breezy Drive. Narveruds First Addition South 45.5' of North 116' of Lot 3 Blk 2. Parcel number 25.043.004.21 – Wendall Wegge. Total estimated abatement is \$1,005.28.
- 108 Gabbi Court. Useldinger First Addition Lot 003 Southerly Part of Lot 3. Parcel number 25.115.003.00 – Marcia Sandahl. Total estimated abatement is \$861.52.

Third Year

- 2017 Greenwood Street East. Lot 5, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.005.10 – Jamie Englund. Total estimated abatement is \$662.26
- 100 Gabbi Court. Westerly part of Lot 1, Useldinger First Addition. Parcel number 25.115.001.00 – Suresh Sreedharan. Total estimated abatement is \$750.53.
- 102 Gabbi Court. Easterly part of Lot 1, Useldinger First Addition. Parcel number 25.115.001.01 – Steven Keogh. Total estimated abatement is \$779.60.

Fourth Year

- 2107 Greenwood Street East. MMCDC's Greenwood Neighborhood Addition Lot-011 Block-001. Parcel number 25.121.011.10 – Christina Pribyl. Total estimated abatement is \$695.56.
- 113 Eastwood Drive. South Eastwood Addition, Lot-005, Block-001. Parcel number 25.11100510 – Duane & Wendy Horras. Total estimated abatement is \$701.68
- 131 Eastwood Drive. South Eastwood Addition, Lot-001, Block-002. Parcel number 25.111.009.20 – Margaret Kaste. Total estimated abatement is \$1,142.17.

KEY ISSUES: The homeowner must submit a copy of their property tax statement and proof of payment. There are six new properties eligible for abatement this year. There are nine existing properties in the second year, three in the third year and three in the fourth year of the abatement program. This program expired December 31, 2020. Any homes meeting the qualifications with building permits issued prior to December 31, 2020 will be honored.

FINANCIAL CONSIDERATIONS: The cost to the City for the abatement of all properties is \$15,091.71.

LEGAL CONSIDERATION: The tax abatement requires a Public Hearing for new property in their first year of abatement.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval of 2022 Budget

RECOMMENDATION: It is respectfully requested the Council consider the following:

MOTION TO: by the City Council, to adopt the City-wide 2022 Budget in the amount of \$36,704,443 of revenue from all funds and \$36,421,474 of expenditures from all funds, with a transfer to (or use of) fund reserves of \$282,969.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval of 2022 Tax Levy

RECOMMENDATION: It is respectfully requested the Council consider the following:

MOTION TO: by the City Council, to certify the City of Thief River Falls 2022 Tax Levy at \$2,959,824 to the Pennington County Auditor, representing a 5.86% increase from the 2021 Tax Levy. The breakdown of the 2022 Tax Levy is as follows:

General Fund Levy	\$2,134,624
Bonded Debt Levy	<u>\$825,200</u>
Net Tax Levy	\$2,959,824

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 12/21/2021

SUBJECT: Adopt 2021 Procurement Policy

RECOMMENDATION: It is respectfully requested the Council consider the following Administrative Services Committee recommendation:

MOTION TO: Authorize the Mayor and City Administrator to sign the adopted City Procurement Policy.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Procurement Policy - 2021
----	---------------------------

City of Thief River Falls Procurement Policy

Section 1. Purchasing Guidelines

1.1 Purpose

To provide formalized guidelines to ensure a procurement system of quality and integrity; provide for the fair and equitable treatment of all persons or firms involved in purchasing by the City of Thief River Falls (“the City”); ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to the City; promote competition in contracting; and assure that the City’s purchasing actions are in full compliance with applicable Federal, State, and local laws.

1.2 Definition

The term “procurement,” as used in this Policy, includes the procuring, purchasing, leasing, or renting of: (1) goods, supplies, equipment, and materials, (2) construction and maintenance, (3) Architectural and Engineering (A/E) services, (4) consultant services, and (5) other services.

The standards in this manual are minimum standards to ensure fiscal responsibility. Departments may set more restrictive procedures to meet their own budgetary accountability.

1.3 ADA Compliance

The City of Thief River Falls is subject to the provisions of the Americans with Disabilities Act (ADA). In general, the City will consider the needs of people with disabilities as it purchases equipment and configures work and public areas.

1.4 Pre-Approved Expenditures

The City Council has pre-approved payments that occur in the normal course of business through the budget approval process that the City is contractually/legally obligated to pay. Examples include utility related expenditures for vendors such as Minnesota Energy, Verizon, Les’ Sanitation, U.S. Postal Service. Payroll vendor examples include the United States Treasury, State of Minnesota, PERA, and other similar companies related to salary and benefits. Any payments to these vendors that are outside the normal course of business will be presented to the City Council for individual approval or as part of the City Council’s consent agenda.

1.5 Capital Projects/Infrastructure Improvements

Capital projects/infrastructure improvement projects are approved on a project by project basis by City Council resolution in the following sequence and are not part of the annual operating and capital expenditure approval process:

- RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT
- RESOLUTION ACCEPTING FEASIBILITY REPORT
- RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS
- RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS
- RESOLUTION AWARDING CONTRACT
- RESOLUTION PROVIDING FOR THE SALE OF G.O. BONDS (Amount = contract award, issuance costs and indirect costs/contingency)
- RESOLUTION ACCEPTING PROPOSAL ON THE SALE OF G.O. BONDS
- PAY REQUESTS BASED ON PERCENTAGE OF COMPLETION/ENGINEERING ATTESTATION APPEAR ON THE CONSENT AGENDA FOR APPROVAL

Professional engineering and legal costs are indirect costs not part of the contract award. These expenditures are included in the claims approved at the regular Council meetings.

Due to the complexity of street and infrastructure improvement projects, contracts are awarded based on estimates of linear footage, etc. During the course of the project, estimates can change and are subject to approval by the Engineer/Public Works Director. Material variances or changes in scope are brought back to the Council for approval as an addendum to the contract.

1.6.1 Quick Reference Guide – Assumes normal operating and capital expenditures within budget.

Procurement Method	Value of Purchase	Quotations Needed	Payment Request Options	<u>Advance</u> Approvals Needed Prior to Purchasing	
Mini Purchase	Less than \$1,000	Departmental Discretion	Petty Cash < \$75 Credit Card Check Request	Department Head City Council	Yes No
Micro Purchase	\$1,000-\$4,999 (\$3,500 if federally funded)	Departmental Discretion	Credit Card Check Request	Department Head City Council	Yes Yes
Small Purchase	\$5,000-\$24,999 (\$3,500 if federally funded)	Departmental Discretion	Check Request	Department Head City Council	Yes Yes
Large Purchase	\$25,000-\$174,999	Three Written Quotes (if possible) or RFP's for capital items, RFP's only for services (see RFP Sec. 4.5)	Check Request	Department Head City Council	Yes Yes
Major Purchase	Greater than \$175,000	Sealed Bids, solicited by public notice	Check Request Council Resolution accepting bid	Department Head City Council	Yes Yes

Joint Purchasing/Cooperative Purchasing Agreements

- (1) If a cooperative purchasing agreement is in place, quotations are not required, but the agreement being used should be documented. Examples: State of Minnesota Cooperative Purchasing Venture (CPV), Northwest Service Cooperative, etc.
- (2) The City has the authority to enter into *Joint Purchasing or Cooperative Purchasing Agreements* with other governmental units as provided for in Minnesota Statutes. Procurements made through *Joint Purchasing or Cooperative Purchasing Agreements* will satisfy the City's competitive procurement requirements.
- (3) Formalized contracts or leases for a period exceeding one year must be approved by City Council resolution.

1.6.2 Quick Reference Guide - Unbudgeted Capital Expenditure

Procurement Method	Value of Purchase	Quotations Needed	Payment Request Options	<i>Advance</i> Approvals Needed Prior to Purchasing	
Small	Unbudgeted Capital Expenditures Greater than \$5,000	Two Written Quotes (if possible), RFP's or Sealed Bids for over \$175,000	Check Request Council Resolution	Department Head City Council	Yes Yes
Major	Street/Infrastructure Improvement Contracts	Performance Bonds required to equal contract price	Council Resolution	City Council	Yes
	Change Orders/Material Amendments	All increases above \$50,000 or 10% of the <u>cumulative</u> contract amount, whichever is less, via change order or otherwise, must be approved by a contract amendment approved by resolution and a vote taken to require or waive additional bond amounts	Council Resolution	City Council	Yes
	Greater than \$100,000	Sealed Bids, solicited by public notice	Check Request Council Resolution accepting bid	Department Head City Council	Yes Yes

Section 2. Purchasing Practices

2.1 Ethics / Relations with Vendors

The City of Thief River Falls holds its employees to the highest ethical standards. Purchases shall be conducted so they foster public confidence in the integrity of the City's procurement system, and open and free competition among prospective suppliers. In keeping with this value, employees should avoid the following practices when making purchases on behalf of the City:

1. *Circumventing competitive bidding requirements.*
 - Examples of this include:
 - Splitting purchases so that they can be made through several small purchases.
 - Using the emergency procedure process when no true emergency exists.
 - Using a 'sole source' exemption when competition is available.
2. *Denying one or more vendors the opportunity to bid on a contract*
 - Examples of this include:
 - Using unnecessarily restrictive specifications.

- Pre-qualifying bidders on a discriminatory basis.
 - Removing companies from a bidders list without just cause.
 - Requiring unnecessarily high bonding.
3. *Giving favored vendors an unfair advantage.*
- Example of this include:
 - Providing vendors with information regarding their competition's offers in advance of a bid opening.
 - Making information available to favored vendors and not to others.
 - Giving un-favored vendors inaccurate or misleading information.
4. *Accepting gifts from vendors.*
- Minnesota Statutes §471.895 prohibits government employees from receiving gifts except where they are included as part of the cost of a product, good, or service provided (such as a meal provided as part of a conference). A trinket or memento costing \$5 or less is not considered a gift.

2.2 Conflicts of Interest

No employee, officer, Council/Board member, or agent of the City of Thief River Falls shall participate directly or indirectly in the *selection, award, or administration* of any contract if a conflict of interest, ***either real or perceived***, would be involved. This type of conflict would be when one of the persons listed below has a financial or any other type of interest in a firm competing for the award:

- An employee, officer, Council/Board member, or agent involved in making the award;
- His/her relative (including father, mother, son, daughter, brother, sister, grandparents, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister);
- His/her partner;
- A person residing in the same household; or
- An organization which employs or is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

Officers, employees, Council/Board members and agents are required to disclose any potential conflicts of interest and abide by the requirements as set forth in Minnesota Statutes 469.009, 471.87, 471.88, and 471.89. Note: non-decision-making employees may not do business with the City that is not part of their regular duties/payroll compensation, election judges excluded because they are governed by state statute.

Section 3. Authorization

The City of Thief River Falls has a decentralized purchasing program where individual departments are responsible for making their own purchases.

Payment Authorization Process

1. Determine the need for commodities and services.
2. Research the cost of the purchase and determine proper purchasing alternative.
3. Determine the appropriate fund/expense account and whether there are sufficient funds available.
4. Forward request to Department Head or Supervisor for approval. If purchase exceeds \$1,000, pre-approval is needed by City Council. Exceptions:
 - a. Capital expenditure itemized on the capital budget approved as part of the annual budget process
 - b. Public works materials that are a standard part of operations
 - c. Emergency repairs to equipment
 - d. Utilities or other contracted services where an agreement is effective and in place (engineering, network/software maintenance.)

5. Department Head or Supervisor forwards request for payment with invoice to the Accounts Payable Clerk for input into financial accounting system.
6. The Accounts payable clerk produces check register/claims report that is included in the City Council agenda packet for approval by the City Council.
7. Checks are cut and mailed after City Council approval.

Section 4. Purchasing Alternatives

4.1 Sealed Bids

- A formal sealed bid procedure is required for all purchases in excess of \$175,000 except professional services (engineering/architecture) and those on the State of Minnesota Cooperative Purchasing Venture (CPV) for things like heavy equipment.
- A published notice of bid is required in the official City newspaper at least ten (10) days in advance of bid opening. The published notice must state where the plans and specifications can be obtained by bidders and specifically, where the bid opening will be held. The notice may also be published on the City's official website, and/or industry specific publications/websites; however, this publication is in addition to the official newspaper publication.
- All bid openings are to be administered by originating department.
- The preparation of all specifications is to be the responsibility of the originating department.
- Required authorization for plans and specifications is the responsibility of the originating department.
- The City Council must formally approve the bid contract.
- The originating department then provides an electronic copy of the signed contract to the City Administrator's Office.

4.2 State, County and Other Cooperative Purchasing Contracts

State Cooperative Purchasing Contracts — The City of Thief River Falls participates in the State of Minnesota Cooperative Purchasing Venture (CPV). This enables participants to buy goods and services at a reduced cost under the terms of contracts already negotiated by the State of Minnesota.

- The City Administrator's office has access to the releases and listings of products/services that can be purchased on state contract.
- If it is determined that a product/service is on a state contract, vendors should be told that the purchase will be made using that contract. When completing the purchasing paperwork, note that the purchase is per state contract and indicate the contract number.

Northwest Service Cooperative Purchasing Contracts — The City of Thief River Falls participates in the Northwest Service Cooperative (NWSC) Purchasing Venture (CP Connection). This enables participants to buy goods and services at a reduced cost under the terms of contracts already negotiated by NWSC.

- The City Administrator's office has access to the releases and listings of products/services that can be purchased on CP Connection.
- If it is determined that a product/service is on a NWSC contract, vendors should be told that the purchase will be made using that contract. When completing the purchasing paperwork, note that the purchase is per NWSC contract and indicate the contract number.

4.3 Quotes

If a purchase is estimated to exceed \$5,000 but not to exceed \$175,000, the purchase may be made either by obtaining two to three written quotes or issuing a Request for Proposal (RFP). Either the quote or response to the RFP should clearly identify the vendor, services being provided and cost. All such quotes/RFP responses must be forwarded to the City Administrator's office with the purchasing documents and will be retained based on the General Records Retention Schedule for Minnesota Cities.

4.4 Emergency

Emergency situations may arise where the normal purchasing process cannot be followed for the procurement of goods and services. An emergency must be a situation arising suddenly and unexpectedly which requires speedy action essential to the health, safety, and welfare of the community, and not just an inconvenience. The City Council must adopt a resolution declaring the emergency.

4.5 Request for Proposals (RFP)

RFPs are typically used to solicit proposals for professional services. Typical information to address in RFPs includes:

- Background and scope of the project.
- Proposal requirements should include adequate information to allow for proper review and evaluation including:
 - Description of firm and qualifications, including any specialized experience related to the project.
 - A list of similar projects the firm has completed.
 - Project timetables including: estimate of hours, breakdown of hours by phase, and the City's expectation for a completion date.
 - Designation of a firm principal who will be in charge of the project.
 - Resumes for management and lead staff who will work on the project.
 - Statement that either no subcontractors are allowed or that all subcontractors will be identified and are subject to the City's approval.
 - Estimate of cost to provide the service, outline of fee schedule and payment schedule.
 - Description of City's selection process.
 - City's evaluation criteria, which typically may include:
 - Quality and thoroughness of the proposal.
 - Similar past experience and/or expertise.
 - References
 - Cost estimate
 - The following statement must be included: "The City reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the City's best interest."
 - Submittal deadline: date, time, project name, and addressee.
 - Statement: "Proposers are solely responsible for delivery of their proposals to the City before the deadline. Any proposal received after the deadline will not be considered."
 - Information about where questions should be directed.

Note: Staff should make sure that all proposers are given the same information.

If the City drafts the agreement, attach a copy of the agreement proposed to be used for the project. The agreement includes provisions to which the firm must agree, so it is important that they see the agreement up front. It is suggested that the RFP be submitted to the City Attorney and LMC Attorney for review prior to distribution.

4.6 Leases/Contracts

All lease and contractual agreements need advance approval by the City Council resolution. Lease/Contract documents shall not contain auto-renewal language unless deemed to be in the City's favor.

4.7 On-Line Purchases

The following guidelines are recommended for purchasing products over the Internet:

- Only purchase from vendors that use secure servers for e-commerce. Most sites will have a disclaimer, but some do not have the disclaimer language. If in doubt, either send an e-mail to the vendor or call them.
- When using a credit card, follow the standard purchasing guidelines that are used when paying by credit card on the telephone. It is generally safe to use a credit card on the Internet, but be cautious - see the first item in this subsection.

Section 5. Payment

The City of Thief River Falls uses various processes in making payments for goods and services.

5.1 Purchase Orders for Electric and Water Departments

Purchase orders are used by the Electric and Water Departments when required by the vendor to acknowledge the City's request for goods and services. A copy of the purchase order will be sent to the vendor when requested.

- Obtain purchase order/number along with necessary approvals from the Electric / Water Administrative Assistant.
- Once invoice is received and purchase order complete, return completed purchase order with invoice attached and authorization for payment to the Accounts Payable Clerk.

Purchase orders are also required to be approved in advance by the City Council for purchases exceeding \$5,000.00.

5.2 Invoices / Check requests

- Vendor payments are made only off of original invoices to avoid duplicate payment. Invoices must be included with the proper authorization(s) and purchase order, written quotes, etc.
- For claims that do not have an invoice, often to reimburse or refund a customer the use of the City's voucher form is preferred, but a sheet of paper can be used that has the City of Thief River Falls payment approval stamp included.

5.3 Immediate Payment

The Accounts Payable policy is for bills to be paid on the Council bill list and the checks cut after Council approval has been received. For certain exceptions, immediate pay, also referred to as a "pre-payment batch", may be used under the following guidelines:

- Immediate pay is for payments that need to be made prior to council bill list. Such items include getting discounts, avoiding late charges (i.e.: credit card payments), purchases requiring payment with delivery, etc.
- Checks will be issued, mailed, or returned to the appropriate department. All of the regular documentation must accompany requests for immediate pay (purchase order, check request, invoice or expense voucher).

5.4 Blanket Purchase Orders, Charge Accounts, and House Accounts

The City uses blanket purchase orders, charge accounts, and house accounts for frequently used vendors. This process requires submission of receipt with an account code and the appropriate approvals. All new open accounts must be authorized by the requesting department head (example: Farmers Union Oil, L&M Fleet Supply, and Hugo's).

5.5 Statements

- The accounts payable clerk tracks all statements—reviewing for old invoices or credits. For vendors where the City has open accounts, the accounts payable clerk only pays once a month after matching invoices to the statement.
- All statements are to be mailed directly to the accounts payable clerk.

5.6 Account Coding

All requests for payment including check request, purchase order, or expense voucher must have a twelve-digit code to process payment. Refer to department budget for reference of line item code.

Helpful hints for completing payment process:

- twelve-digit code — 100 (fund) 4670 (department) 62010 (expense line item - office supplies)
- Description - specific description of up to 30 characters.
- Vendor information and address.
- Invoice Number — important to prevent duplicate payment.
- Dept stamp-with Dept Head initials, code & description written legibly

5.7 Petty Cash

- Used for incidental items \$75 or less for expenditures made on behalf of the City.
- A petty cash slip must be completed, with a receipt attached, with purchaser signature.

5.8 Guidelines for Payment Processing

- Invoices must be attached to the payment request, purchase order, or expense voucher.
- Processing of payments on claims - invoices are due by noon on the Tuesday before a City Council meeting, which are held the first and third Tuesday of the month. Payments are mailed by the Friday after the meeting.
- Immediate pays are due to the accounts payable clerk, with checks issued no later than the following day.
- All requests for payments must have twelve-digit code to process payment. Refer to department budget line item codes for proper coding.

5.9 Credit Cards

The accounts payable clerk and City Administrator are issued a City credit card to allow for more efficient purchasing and to make purchases at businesses that no longer allow open accounts. Credit cards should not be used for vendors who are typically paid by check from the City.

5.10 Electronic Funds Transfer

Electronic Funds Transfer may be required in some cases to complete a business transaction. The funds are transferred electronically from the party's bank accounts. Some instances may include transactions with the State of Minnesota, a federal agency, another local government, bond payment agent or a closing agent in the purchase or sale of real estate. These transactions need to follow the same guidelines for payment processing in Section 5.9.

5.11 Expense Reimbursement

The City's expense vouchers are required for reimbursement to employees of City-related expenses on a monthly basis. If larger expenses are incurred, more than one voucher may be reimbursed in one month. All expense vouchers must contain proper account codes, department approval, and receipts must be attached where applicable. Reimbursement requests in excess of 45 days from the date the expense is incurred may be denied.

Section 6. Agreement Processing

6.1 Agreement Forms

Agreements need to be reviewed by the City attorney unless they follow a previously used format. However, if attachments to the agreement modify the agreement or provide new terms, the agreement should be reviewed by the City attorney. The City attorney's review must occur prior to submission for a Council agenda and/or signature.

- The City attorney must review an agreement if it is written on the other party's form, or if a special agreement is being drafted.
- Please note: These provisions apply to **ALL** agreements, including maintenance agreements, service contracts, lease agreements, etc.
 - Authorization Levels
 - The Mayor and/or City Administrator are authorized to sign agreements with City Council approval.
 - Signatures/Official Records
 - Once the agreement is approved, the other party should submit the original of the agreement for signatures (as many original copies can be submitted as required, but the City requires one original copy for the responsible department). The agreement packet must include the agreement, any required bonds, and the certificate of insurance.
 - The City Administrator's office will maintain originals and a database of fully executed agreements.
 - The City Administrator's office will maintain a master list of service contracts, including the effective dates, date the insurance expires, and any special conditions, for instance, if the

agreement calls for performance by a specific date.

6.2 Contacts for Services - Social Services and Other Non-profits

An expenditure of public funds must have both a public purpose and specific or implied statutory authority. Although charities and other non-profit entities may benefit their communities, government entities may not donate to them without specific statutory or charter authority. For example, while the Red Cross works to benefit the public, a local unit of government is not specifically authorized to donate funds to it.

Public entities may contract with a non-profit entity for a particular service that the public entity is authorized to provide. To avoid allegations that an impermissible donation has been made, the public entity should enter into a written agreement with the non-profit entity, documenting what the public entity is receiving in exchange for the payment.

Section 7. Capital Outlay and Capital Assets

7.1 Capitalization Threshold

Capital outlay purchases are for items costing more than \$5,000, *are* a tangible asset, and have a life expectancy of more than one year. These items must be included in each department budget and become a recorded capital asset. It should be noted that delivery charges must be included as a cost of the item purchased when determining if the purchase is a capital outlay item.

The amount to record for that capital asset would be any charge “to place the asset in its intended location and condition for use.” For example, if the City were to purchase a street vehicle, all of the following would be considered part of that asset: the vehicle, warning lights, decals, delivery charges, licensing, and any other costs to put the asset into its usable condition. Like items should not be bundled together to create a capital asset. For example, 6 - \$1,000 chairs would not be considered a capital asset.

7.2 Acquisition

All acquisitions should follow the City’s capital replacement schedule when applicable.

7.3 Tracking and Transfer

Once the asset is recorded on the City’s financial accounting system, it is the responsibility of the assigned department to notify the Accounts payable clerk of any assets that have been transferred to a different department. In addition, at the end of the year, a physical count of all capital assets will need to be done by each department assigned assets. This count will be done at or near the end of the calendar year. Each department will be provided a list of assigned assets by the Accounts payable clerk. The count will then be made by the department with any discrepancies noted on the list provided.

7.4 Deletion or Disposal of Capital Assets

When an asset is sold or disposed of the assigned department must complete a capital asset disposal form with the required information in order for the accounts payable clerk to remove the asset from the financial accounting system. This includes items that are disposed of with no sale or trade value.

Section 8. Disposal of Surplus Property

8.1 Auction or Trade In

The City has the option to sell surplus items at a public auction, or by sealed bid. The auction house will forward a tabulation of the bids received along with payment. The information is reviewed by the department head and then the payment is forwarded to the City Accountant.

A department may also trade in a vehicle when purchasing a replacement as long as the trade in value approximates fair market value.

A capital asset disposal form must be filled out when an item is sold at auction or traded in.

8.2 Computer Equipment

When a piece of computer equipment has reached the end of its useful life with the City, the hard drive must be removed and destroyed by drilling holes and hardware disposed of by a computer recycling vendor.

8.3 Sales to Political Subdivisions

Sales of surplus property is allowable without complying with the competitive bidding requirements provided that the requirements of Minn. Stat. § 471.64 are followed.

Section 9. Federal Awarding Agency or Pass-Through Entity Review

9.1 Awarding

The City of Thief River Falls must make available, upon request from the Federal awarding agency or pass-through entity, technical specifications, pre-procurement review, and all other documents related to proposed procurements, as referenced in Federal Award §200.3.4.

It is recommended a Subrecipient Risk Assessment workbook is completed for each sub-recipient entity to ensure compliance with all Federal requirements

9.2 Bonding Requirements

The City of Thief River Falls Purchasing Policy may be followed for bonding requirements on construction or facility improvement contracts or subcontracts exceeding the simplified Acquisition Threshold, only if the Federal awarding or pass-through entity, has determined the Federal interest is adequately protected. Refer to Federal Award §200.325 for detailed information on these requirements.

Adopted by the City Council of the City of Thief River Falls, County of Pennington, State of Minnesota this_day of _____, 20____.

Approved:

Brian Holmer, Mayor

Attested:

Angela Philipp, City Administrator



Request for Council Action

DATE: 12/21/2021

SUBJECT:

RECOMMENDATION: STAR Energy Service Contract (wind, solar or other distributed energy providers)

MOTION TO: Approve the Engineering contract from STAR Engineering Services – DER Interconnection Coordinator.

BACKGROUND: On 11/10/21 NMPA contacted STAR Energy Services to provide information and Up Grade Technical Specifications Manual for interconnection of Distributed Energy Resources for members of the NMPA. After careful review the Municipal Utilities Technical Specification Manual was approved. STAR Energy Services also provided an Engineering Contract for DER interconnection coordinator and software license Agreement to all the members within the NMPA.

KEY ISSUES: With this agreement STAR Energy Services will act as the Thief River Utilities DER Interconnection Coordinator. Included but not limited to this role STAR will

- Assist the electric utilities with maintaining appropriate interconnection process and technical requirement documentation regarding distributed energy resources
- Interact with customers of the electric utility with their questions regarding distributed energy resource
- Review distributed energy resource interconnection applications
- Provide guidance to the electric utilities with physical interconnection and technical requirements
- Commission distributed energy resources to the City's distributed grid in accordance with IEEE 1547 and accepted technical specification.
- Assist with annual compliance filings to the appropriate regulatory bodies.
- Other engineering Services as requested

FINANCIAL CONSIDERATIONS: Setup costs for the first year will be \$2,800, remaining years after setup the cost will be \$2,000. For the first 25 applications of DER additional cost after 25 applications a fee of \$800 will be charged for an additional block of 25 applications. After 50 applications a fee of \$800 will be charged for an additional block of 25 applications. After 75 applications a preapplication fee will be implemented as follows: a fee of \$20 will be charged for each application between 76-300 and a fee of \$15 will be charged for each application over 300.

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Dale Narlock, Electric Superintendent

ATTACHMENTS:

1.	Thief River Falls Municipal Utilities Technical Specification Manual
2.	Star Engineering Contract
3.	Star Software License Agreement



THIEF RIVER FALLS MUNICIPAL UTILITIES TECHNICAL SPECIFICATIONS MANUAL

TSM

Abstract

The Technical Specifications Manual for interconnection of Distributed Energy Resources with Thief River Falls Municipal Utilities's electric power system.

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1. Introduction

1.1 General

The State of Minnesota has adopted technical interconnection and interoperability requirements for distributed energy resources interconnected to the distribution system. These overarching requirements are documented in what is commonly referred to as the State of Minnesota TIIR. This document, the Technical Specification Manual, also referred to as the TSM, is an accompanying document to the TIIR. The TSM will contain additional technical requirements specific to the Area EPS Operator.

Both the TIIR and the TSM are to be used with the adopted interconnection process. For municipal electric utilities in Minnesota, the interconnection process is known as the Municipal Minnesota DER Interconnection Process or M-MIP. Proposed DER interconnections submitted under the M-MIP process shall be designed to comply with the technical requirements listed in the TIIR and Area EPS Operator's TSM.

Substantial changes to existing DER systems, such as capacity additions or inverter changes, are required to be in compliant with the latest version of the TIIR and TSM.

1.2 Applicability

The TSM document is designed to provide technical requirements for renewable, storage and fossil fuel DER systems specific to the Area EPS Operator. The wide-ranging type of DER systems addressed in the TSM at times may be classified by their certification, or lack thereof, to IEEE 1547-2018. In other locations in the TSM, the DER system may be classified as how the DER system operates with the Area EPS (also known as the utility's distribution system.)

1.3 Solar Systems Less than 40 kW

The majority of the DER interconnection applications the Area EPS Operator receives are sized less than 40 kW and are solar systems with certified inverters. While the entire TSM document applies to all DER systems, solar systems sized less than 40 kW should focus on meeting the requirements of the following sections:

- Section 4.1 – Constant Power Factor Mode
- Section 5.1 and 5.2 – Response to Abnormal Conditions
- Section 6.1, 6.2 and 6.3.6 – Protection Requirements
- Section 11 – Metering Requirements
- Section 12 – Signage and Labeling
- Section 13 – Test and Verification Requirement

These sections have been identified by a **η** at the section header.

1.4 System Operation Type

The TSM addresses different types of DER systems by the way the DER system operates with the Area EPS. Additional information is available in the Appendix A.

1.5 Special Notations

Portions of the TSM are not currently enforced by the Area EPS Operator unless mutual agreement between the DER owner and the Area EPS Operator is reached. These sections are noted by the section title proceeded and followed by asterisks (**). These sections will not be enforced until the Minnesota Public Utilities Commission determining certified equipment is readily available. The text under these sections will be *grayed out*.

Sections of the TSM that are *italicized* are noting the text is directly from the TIIR.

1.6 Convention for Word Usage

Throughout this document, the word *shall* is used to indicate a mandatory requirement. The word *should* is used to indicate a recommendation. The word *may* is used to indicate a permissible action. The word *can* is used for statements of capability and possibility.

2. Abbreviations & Common Terms

2.1 Abbreviations

AGIR	Authority Governing Interconnection Requirements
Area EPS Operator	The utility that operated the distribution system. In this document the Area EPS Operator is Thief River Falls Municipal Utilities
BPS	Bulk Power System
DER	Distributed Energy Resource
EPS	Electric Power System
ESS	Energy Storage System
PoC	Point of Distributed Energy Resource Connection
PCC	Point of Common Coupling
RPA	Reference Point of Applicability
RTO	Regional Transmission Operator
M-MIP	Municipal Minnesota DER Interconnection Process
MN DER TIIR	Minnesota Distributed Energy Resource Technical Interconnection and Interoperability Requirements
TPS	Transmission Power System
TSM	Technical Specifications Manual

2.2 Key Terms

The terms used in this document are defined in the MN DER TIIR. For quick reference, the key terms are defined in this section.

Area Electric Power System (Area EPS): *The electric power distribution system connected at the Point of Common Coupling.*

Area Electric Power System Operator (Area EPS Operator): *An entity that owns, controls, or operates the electric power distribution system that are used for the provision of electric service.*

Local Electric Power System (Local EPS): *An EPS contained entirely within a single premise or group of premises.*

Point of Common Coupling (PCC): *The point of connection between the Area EPS and the Local EPS.*

Point of Distributed Energy Resources Connection (PoC): *The point where a DER unit is electrically connected in a Local EPS and meets the requirement of the MN DER TIIR and this document exclusive of any load present in the respective part of the Local EPS.*

Power Control: *System that controls the output (production or discharging) and input (charging) of one or more DER in order to limit output, input, export and/or import.*

Reference Point of Applicability (RPA): *The location where the interconnection and interoperability performance requirements specified in the MN DER TIIR and this document apply.*

3. **Performance Categories**

The Area EPS Operator has no further requirements for performance categories than that provided in the MN DER TIIR at this time. Performance Category Assignment is currently not enforced unless mutual agreement between the Area EPS Operator and Interconnection Customer is reached.

3.1 **Normal – Category A and B**

The Area EPS Operator currently follows the TIIR for category assignment.

3.2 **Assignment of Abnormal Performance Category I, II or III**

The Area EPS Operator currently follows the TIIR for abnormal performance categories.

4. Reactive Power Capability and Voltage/Power Control Performance

The DER shall be capable of providing the necessary power factor to help mitigate the impact of the DER on the grid. This section provides the default and expected capabilities of a DER system on the Area EPS system.

4.1 Constant Power Factor Mode¹

The voltage and reactive power control for a DER system will greatly depend on the size and location of the DER within the Area EPS. The Area EPS Operator expects that the DER system shall maintain a steady PF at the PCC. The Area EPS Operator's default settings for power factor control shall be as shown in Table 1.

Table 1 – Synchronous DER Response (shall trip) to Abnormal Voltages

DER System (kVA AC)	Power Factor	Reactive Power Control
< 40 kVA	0.98	Absorbing Reactive Power
40 kVA to < 250 kVA	0.98	Absorbing Reactive Power
250 kVA to < 5 MVA	0.98*	Absorbing Reactive Power
5 MVA to 10 MVA	0.98*	Absorbing/Providing Active Power

*Systems shall be capable of being adjusted within the range of 0.95 to 1.0 PF

During normal operation of the DER system the power factor shall never be below 0.90 at the RPA.

4.2 **Voltage and Active Power Mode**

The Area EPS Operator requires the settings for Voltage and Active Power control to be disabled.

4.3 **Voltage and Reactive Power Mode**

The Area EPS Operator requires the settings for Volt-Var control to be disabled.

5. Response to Abnormal Conditions

At this time, all DER systems are required to disconnect from the Area EPS when the Area EPS experiences abnormal frequency or voltage to avoid unintentional islanding. All DER systems shall trip for any abnormal voltage or abnormal frequency with clearing times as stated in the following sections.

5.1 Voltage Ride-Through and Tripping¹

The DER shall trip for any abnormal voltage. The Table 2 and Table 3 list the maximum clearing time for the DER system upon the occurrence of abnormal voltage levels.

Table 2 – Synchronous DER Response (shall trip) to Abnormal Voltages

Shall Trip – Synchronous DER		
Shall Trip Function	Default Setting	
	Clearing time (s)	Voltage (p.u. of nominal voltage)
UV2	0.16	0.45
UV1	2.0	0.7
OV1	2.0	1.10
OV2	0.16	1.20

Table 3 – Inverter DER Response (shall trip) to Abnormal Voltages

Shall Trip – Inverter DER		
Shall Trip Function	Default Setting	
	Clearing time (s)	Voltage (p.u. of nominal voltage)
UV2	0.16	0.45
UV1	10.0	0.70
OV1	2.0	1.10
OV2	0.16	1.20

No voltage ride through is allowed. Future technology and situations may allow DER operations to ride-through some voltage flickers and not require the DER system to go offline, however at this time all DER systems shall be required to disconnect and reconnect for all abnormal voltage occurrences.

5.2 Frequency Ride-Through and Tripping¹

The DER shall trip for any abnormal frequency. The following table list the maximum clearing time for the DER system upon the occurrence of abnormal frequency.

Table 4 – DER Response (shall trip) to Abnormal Frequencies

Shall Trip Function	Default Setting	
	Clearing time (s)	Frequency (Hz)
UF2	0.16	56.5
UF1	300.0	58.5
OF1	300.0	61.2
OF2	0.16	62.0

No frequency ride through is allowed. Future technology and situations may allow DER operations to ride-through some frequency flickers and not require the DER system to go offline, however at this time all DER systems shall be required to disconnect and reconnect for all abnormal frequency occurrences.

6. Protection Requirements

Protective devices are required to permit safe and proper operation of the Area EPS while interconnected with DER systems. Examples of the protection requirements for different types of DER interconnections are shown in Appendix A. The figures in Appendix A are for typical installations and may not fit all possible configurations. The specific protection requirements for interconnection will depend upon the DER's size and type; the number of units; Area EPS configuration and characteristics; the operating modes of the DER; and the location of the proposed DER interconnection on the Area EPS.

An increased degree of protection is required for increased DER size. As DER capacity size increases the greater magnitude of short circuit currents and the potential impact to system stability can occur from the DER installations. Medium and large DER systems will require more sensitive and faster protection to minimize damage and ensure safety.

The interconnection of a new DER facility to the Area EPS shall not degrade any of the existing Area EPS protection and control schemes nor lower the existing levels of safety and reliability to other entities interconnected as loads to the Area EPS.

The Interconnection Customer shall provide protective devices and systems to detect the voltage, frequency and harmonic levels as defined in the IEEE 1547 during periods when the DER is operated in parallel with the Area EPS. The Interconnection Customer shall be responsible for the purchase, installation, and maintenance of these devices.

6.1 Requirement of Utility AC Disconnect¹

A Utility AC Disconnect furnished by the Interconnection Customer is required on all DER systems to safely isolate the DER from the Area EPS. The disconnect shall:

- Provide a visible air-gap.
- Be an AC rated device, UL or National Electrical Manufacture's Association approved.
- Be manually operable by one person.
- Be lockable in the open position.
- Be sized for adequate ampere capacity.
- Be continuously readily accessible, with unescorted access to the Area EPS Operator's personnel.
- Does not require fasteners to be removed to access the disconnect handle.
- Be gang operated so that operation of one switch handle opens and closes all energized conductors simultaneously.
- Not interrupt neutral conductors.

The Utility AC Disconnect may be the same disconnecting means required by the NEC 690.13, 705.20 or 706.15 if the disconnect meets all the other Area EPS Operator requirements listed in this section.

6.1.1. Location of Utility AC Disconnection

The Utility AC disconnect used by the Area EPS Operator to safely isolate the DER from the Area EPS shall be located within 10 feet of the revenue meter. If the Utility AC Disconnect is proposed to not be located within 10 feet of the revenue meter, the proposed location will be identified on the site drawing submitted to the Area EPS Operator with the Interconnection Application. The Area EPS Operator reserves the right to withhold approval for the placement of the Utility AC Disconnect in a location which is not within 10 feet of the revenue meter. If approved location is not located within 10 feet of the revenue meter, a permanently affixed placard meeting NEC requirements, as discussed in Section 12, shall be located at the revenue meter indicating the Utility AC Disconnect location. The placard shall achieve this with a mapped representation of the property, with the location of the AC disconnect denoted. An example of the placard is shown in Appendix D.

6.2 Protection Coordinationⁿ

6.2.1. Secondary Services

In general, overcurrent protection requirements shall meet the requirements of the NEC for DER interconnection that occur behind the Area EPS Operator's revenue meter. All electric services are required to have main service protection furnished by the customer immediately after the main service meter. Double-lugged meters shall have overcurrent interrupting protection on both sets of conductors immediately after the revenue meter.

6.2.2. Primary Services

The first protective device on the DER customer's side of the revenue meter shall coordinate with the Area EPS Operator's protective device. Protection coordination studies are required for interconnections to the primary system. The protection study shall be completed by the Interconnection Customer and reviewed and approved by the Area EPS Operator prior to interconnection and energization.

6.2.3. Coordination with Area EPS Automatic Reclosing Schemes

The Area EPS Operator may have automatic reclosing schemes designed into the Area EPS to attempt to prevent transient faults from becoming a long-term outage. The automatic reclosing scheme will de-energize a portion of the Area

EPS and re-energize the same section of Area EPS in a short period of time, less than one second, often clearing the fault on the Area EPS.

Automatic reclosing on the Area EPS can potentially damage rotating DER generation, both synchronous and induction DER generators, operating in parallel with the Area EPS. The addition of DER shall not alter the standard auto restoration schemes designed in the Area EPS. The Interconnection Customer is responsible for protecting the DER facility's equipment from damage due to the automatic or manual reclosing, faults or other disturbances on the Area EPS.

6.3 Grounded Wye-Wye Protection Requirements¹

The following protection requirements are for grounded wye-wye DER system interconnections. Additional protection requirements may apply for DER systems which are not grounded wye-wye or do not utilize a grounded wye-wye transformer as part of the DER interconnection system design. Non-exporting DER systems that operate in parallel with the Area EPS have the same requirements as that of any other DER interconnection.

6.3.1. General Relay Information

For DER systems which are smaller than 250 kW and utilize a certified inverter(s) for interconnection, a Professional Electrical Engineer is not required to review, test and approve the protective functions or settings of the inverter. For all other DER systems to be interconnected with Area EPS, the protective functions and relay setting shall be reviewed and approved by a Professional Electrical Engineer registered in the State of Minnesota.

Prior to energization or interconnection of the DER with the Area EPS, a copy of the proposed protective relay settings shall be supplied to the Area EPS Operator for review and approval. The Area EPS Operator shall review the protective relay settings to ensure proper coordination between the DER and the Area EPS. The proposed protective relay settings shall be provided to the Area EPS Operator with time allotted to allow for review, coordination, implementation and functional testing of the protective system including any requested modifications.

6.3.2. Non-Certified Inverters

The use of inverters that have not been tested by a Nationally Recognized Testing Laboratory (NRTL) and certified to meet the UL 1741 performance requirements are not allowed by the Area EPS Operator as an acceptable design of the DER system.

6.3.3. Relaying

All equipment providing relaying functions shall meet or exceed ANSI/IEEE Standards for protective relays, i.e., C37.90, C37.90.1 and C37.90.2.

Required relays that are not “draw-out” cased relays shall have test plugs or test switches installed to permit field testing and maintenance of the relay without unwiring or disassembling the equipment.

Three-phase interconnections shall utilize three-phase power relays, which monitor all three phases of voltage and current, unless so noted in the Appendix A diagrams.

All protective relays must have DC power supplies powered by station class batteries and charging system. The battery system shall be equipped with a DC-undervoltage detection alarm or be monitored by a continuous monitoring facility. For DER larger than 250 kW, the DC voltage level must be provided to the Area EPS Operator’s SCADA system. See Section 9 for further information.

All relays shall be equipped with setting limit ranges at least as wide as specified in IEEE 1547, and meet other requirements as specified in the Area EPS interconnect study. Setting limit ranges are not to be confused with the actual relay settings required for the proper operation of the installation. At a minimum, all protective systems shall meet the requirements established in IEEE 1547.

See Appendix B for specific information regarding the types of relaying.

6.3.4. DC Power for Protection Devices

All relays and other devices which require external power to operate must be supplied by a DC battery system that can maintain power to the protective device for a minimum of 8 hours during a complete power outage. The DC battery charger shall be able to be powered by the DER if power from the Area EPS is lost. The DER shall be blocked from reconnecting to the Area EPS if the adequate DC power is not available to the protective devices.

The DC battery system shall be capable of monitoring and alarming for certain conditions related to voltage levels and charging ability. The DC battery system shall be monitored for DC voltage levels and have the capability of alarming if DC voltage reaches levels that cannot allow operation. The DC battery system shall also alarm if the battery charging system fails.

The alarms from the DC battery system shall be monitored by the Interconnection Customer. If the alarms are not monitored continuously, the alarm shall be audible or include a flashing light before complete loss of DC battery voltage.

6.3.5. Open Phase Detection

For non-inverter based DER, or inverter-based DER that opt not to use the onboard protective functions of the inverter for open-phase detection, either due to DER design configurations that render the detection method invalid or other reason, special consideration will need to be given to the methodology used to detect and trip for an open phase event.

Typical inverter-based configurations that require additional relaying include:

- Configurations with zig-zag or grounded wye-delta grounding banks.
- Configurations with delta windings on onsite transformers.

As required by IEEE 1547, all DER are must detect open phase conditions at their RPA when their output is as low as 5% of their rated output, or, if not capable of producing apparent power at 5% of its rated output, at the lowest output the DER can continue producing apparent power.

The Area EPS Operator does not recommend a specific method for detecting an open phase condition, as there are many acceptable achievement methods. Positive-sequence phase balance, zero-sequence detection and undervoltage relaying are known to be deficient protective schemes and will not be accepted for the purpose of detecting and tripping of an open phase.

- Positive-sequence phase balance and zero-sequence detection must set their pickup levels above the inherent imbalance on the Area EPS to avoid nuisance tripping. This pickup level will often be too high to allow the protective system to identify an open phase condition when the DER is at 5% output.
- Loss of phase via undervoltage relaying detection is inadequate for identifying an open phase condition. Ground banks and delta winding, present on both the DER site and on the larger Area EPS, may reconstruct voltage at the open point of the RPA.

6.3.6. Single-phase on Multiphase Services¹¹

The total nameplate rating for an individual single-phase inverter on a multi-phase system cannot exceed 10% of the distribution transformer rating that is supplying the service.

Multiple single-phase DER systems which are connecting to a multi-phase service to form a three-phase generation source, must provide protection to allow sensing and tripping of the entire DER system upon loss of a single individual phase.

DER systems which are connecting to an existing two-phase Open Delta-Wye or Open Wye-Delta secondary must be single-phase or the voltage of the service shall be converted to 120/208 or 277/480 volts.

6.4 Interconnection Transformers Connections

Interconnection Customer-owned transformers that are part of the DER system shall fall under one of the following connections.

6.4.1 Wye-Wye Transformer Connections

A Wye-Wye transformer is the preferred transformer connection. Both the primary and secondary of the transformer must be grounded. Do note, this transformer connection is subjected to harmonics from the Area EPS and the DER must be designed to limit the harmonic output from the DER system to below IEEE standard levels.

6.4.2 Wye-Delta Transformer Connections

The wye side of the transformation is required to be grounded.

High side voltage monitoring to sense single-phase faults on the primary side of the transformer is required.

All issues with zero sequence injections into the Area EPS from the Grounded Wye winding shall be addressed. Documentation is required to be provided to the Area EPS Operator for review.

6.4.3 Delta-Wye Transformer Connections

This transformer configuration is not allowed for interconnection of a DER system.

6.5 Grounding

For Interconnection Customer provide transformers that are part of the DER system, the transformer grounding shall properly interconnect with the grounding of the Area EPS.

6.5.1 Requirement of Grounding Transformer

Grounding transformers are not required by the Area EPS Operator.

6.5.2 Wye-Wye Interconnection

For Wye-Wye transformer configurations both the primary and secondary side of the transformer shall be grounded. The DER must also include an appropriately sized ground bank or the generator's neutral must be adequately grounded.

6.5.3 Wye-Delta Interconnection

For Wye-Delta transformer configurations the wye side is required to be grounded.

6.5.4 Delta-Wye Interconnection

Delta-Wye transformer configurations are not allowed by the Area EPS Operator for DER system interconnected to the Area EPS.

7. Operations

7.1 Periodical Testing & Record Keeping

The Interconnection Customer shall notify the Area EPS Operator prior to any of the following events occurring:

- *Protection functions are being adjusted after the initial commissioning process.*
- *Functional software or firmware changes are being made on the DER.*
- *Any hardware component of the DER is being modified in the field or is being replaced or repaired with parts that are not substitutive components compliant with this standard.*
- *Protection settings are being changed after factory testing.*

Prior to modifications to the DER triggering reverification, the Interconnection Customer shall notify the Area EPS Operator's interconnection coordinator, by emailing DER@star-energy.com. The email should include details about the proposed modification and the DER contact to communicate with for additional information, if needed. Any of the above events may be cause for requiring reverification of the interconnection and interoperability requirements as stated in the MN DER TIIR Section 14.5.

All interconnection-related protection and control systems shall be periodically tested and maintained, by the Interconnection Customer, at intervals specified by the manufacturer or system integrator and shall not exceed five years. Periodic test reports and a log of inspections shall be maintained by the Interconnection Customer and made available to the Area EPS Operator upon request. The Area EPS Operator shall be notified prior to the testing of the protective and control systems to witness the testing if so desired. The testing procedure for re-test should be a functional test of the protection and control systems.

The Area EPS Operator requires any system that depends upon a battery for trip/protection power shall be checked and logged once per month for proper voltage. For DER systems with nameplate rating of 1,000 kW or more, continuous monitoring of the DC battery voltage is required. Logging of all periodic inspection is recommended.

7.2 O&M Agreements

For DER systems that operate in parallel with a capacity of 40 kW or greater, the Operating and Maintenance Requirements¹ section of the Interconnection Agreement is established. The Operating and Maintenance Requirements section of the Interconnection Agreement covers items that are necessary for the reliable operation of the Local and Area EPS and are unique to each DER. The items included as Operating Requirements shall not be limited to the items shown on this list:

- i. Operational requirements, settings, and limits for DER when the Area EPS is in a normal condition*
- ii. Operational requirements, settings, and limits when the Area EPS is in an abnormal condition due to maintenance, contingencies, or other system issues*
- iii. Permitted and disallowed ESS Control Modes*
- iv. BPS or TPS limitations and arrangements that could impact DER operation*
- v. DER restoration of output or return to service settings and limitations*
- vi. Response to control or communication failures*
- vii. Performance category assignments (normal and abnormal)*
- viii. Dispatch characteristics of DER*
- ix. Notification process between Interconnection Customer and Area EPS Operator*
- x. Right of Access*

The following is a list of typical items that may be included as Maintenance Requirements. The items included as Maintenance Requirements shall not be limited to the items included in this list:

- i. Routine maintenance requirements and definition of responsibilities*
- ii. Material modification of the DER that may impact the Area EPS*

7.3 System Voltage

Operation of the DER shall not cause the voltage at the PCC to go outside of ANSI Range A under normal operations. Operation of the DER that causes voltages to go outside the ANSI Range A voltage values may be cause for disconnection until the reason can be identified and corrected.

Any sudden voltage changes caused by the DER which adverse effect other interconnected entities to the Area EPS shall not be allowed. It is the DERs responsibility to resolve adverse voltage changes caused by the operation of their

¹ Attachment V of the Interconnection Agreement is the Operating and Maintenance Requirements for Area EPS Operator's Distribution System and Affected Systems Need to Support the Interconnection Customer's Need. This is referred to as the Operating and Maintenance Requirements in this document.

DER. The Area EPS Operator will work cooperatively with the DER to identify possible solutions.

7.4 Power Ramp Rates

7.4.1 Overview

The ability for the Area EPS to response to large changes in increasing or decreasing demand for energy depend upon the PCC with the Area EPS. The ratio of generation to load on the Area EPS correlates with the potential of voltage disturbances on the Area EPS as generation is abruptly added or removed from extended parallel operation with the Area EPS. In some cases, if the step change is large enough, Area EPS protection devices may operate under the assumption a fault has occurred with the abrupt change in voltage. The larger the amount of load or generation added or removed from the Area EPS, the greater the chance of creating operational problems for other entities interconnected on the Area EPS.

As part of the interconnection study, the Area EPS Operator will review the potential for step changes of 3% or greater in load or energy production that can create operational problems on the Area EPS. It is the Interconnection Customer's responsibility to review for potential Local EPS issue which may result from block changes in load or generation from the DER.

7.4.2 Power Ramp Rates Requirements

DER systems shall not cause the Area EPS voltage to be outside of ANSI Range A voltage levels. Block loading or off-loading of the DER generation that causes voltage step changes of 3% or greater on the Area EPS is not allowed.

7.5 Enter Service

Enter Service is the period where the DER begins operation with an energized Area EPS. Enter Service may be part of daily operation of the DER or occur after a power outage on the Area EPS. The method the DER uses to Enter Service is important to the reliability and performance of the Local EPS and the Area EPS. All DER systems shall not energize and parallel with the Area EPS unless applicable voltage and system frequency are within the ranges specified in Table 5.

Table 5 – DER Enter Service Criteria Ranges

Enter Service Criteria		Default settings
Applicable voltage within range	Minimum Value	≥ 0.917 p.u.
	Maximum Value	≤ 1.05 p.u.
Frequency within range	Minimum Value	≥ 59.3 Hz
	Maximum value	≤ 60.5 Hz

DER shall be capable of delaying enter service by an intentional adjustable minimum delay when the Area EPS steady-state voltage and frequency are within the ranges specified in Table 5. The adjustable range of the minimum intentional delay shall be 0 s to 300 s with a default minimum delay of 300 s.

7.5.1 DER without ESS

For DER that does not include ESS, possible methods which may be required include:

- The delay time for re-energization of the DER after an outage may be increased.
- The DER may be required to stagger the re-energization of inverters.
- Multiple transfer switches may be required to divide up the blocks of load transferred to the DER.

7.5.2 Energy Storage Systems

ESS shall be set to an intentional delay of a minimum of 300 s, (5 minutes), before initiating recharging of the ESS. If possible, the Area EPS Operator would prefer the ESS ramp up the recharging level from 0 – 100% over the first ten-minute time period of initial recharging. ESS larger than 250 kW may be required to have a specific intentional delay prior to enter service. The specific delay will be documented in the Operating and Maintenance Requirements section of the Interconnection Agreement.

8. Power Control Systems

8.1 General

Power Control: *System that controls the output (production or discharging) and input (charging) of one or more DER in order to limit output, input, export and/or import.*

Power control systems are used to control the output from a DER system due to an external condition. For example, the output from a DER unit may be limited so that it does not export energy back into the Area EPS system at the PCC. To accomplish this the power control system would sense the flow of energy at the PCC and relay that information back to the DER to limit DER output if there was any reverse energy flow at the PCC.

8.2 Power Control System Requirements

The power control system must be NRTL certified control system that meets the following requirements.

- Able to halt or reduce energy production within two seconds after either the period of continuous export to the Area EPS exceeds 30 seconds or the level of export exceeds the lesser of 100 kW or 10% of the DER nameplate rating.
- Able to monitor the total energy exported.
- Able to self-monitor the Power Control System, such that failure of the ability to monitor the energy flow or failure of the ability to control the output of the DER, results in halting the production of energy by the DER or the separation of the DER system from parallel operation with the Area EPS.
- The configuration and settings governing the power control limiting functions shall be password protected, accessible only by qualified personnel.
- The power to the control system must be battery backed up and if the power to the control is not available the DER system must be blocked from operation.

8.3 Documentation

DER applications that include a power control system must also include additional information specific to the power control system. At minimum, the following information should be supplied to the Area EPS Operator regarding the power control system.

- Make and model of the power control system.
- Electrical schematic of the monitoring for the power control system.
- User manual for the control of the power control system.
- Response time to modifying the output of the DER, in response to a large step change in the local electrical loads.
- Description of the operating reason and modes (from the user manual) which will be utilized.
- Description of how other operating modes (shown in the user manual) are being restricted so they are not able to be enabled.
- Other information which is useful to help the Area EPS Operator understand the power control system.

Prior to final interconnection, the Interconnection Customer shall supply updated power control system documentation to the Area EPS Operator.

8.4 Inadvertent Export

Inadvertent export is the flow of energy, in excess of a defined amount, through the PCC and back onto the Area EPS system. Inadvertent export can have a detrimental effect on the Area EPS, damaging equipment or causing a power outage.

Inadvertent export shall be limited to 10% of the nameplate DER rating or 100 kW, whichever is less, for a maximum of 30 seconds. The power control system shall be

designed to limit inadvertent export to these levels, unless mutually agreed to between the Interconnection Customer and Area EPS Operator and documented in the Operating and Maintenance Requirements section of the Interconnection Agreement.

9. Interoperability

9.1 Overview

Depending on the method of interconnection and the size of the DER system, there are different interoperability requirements. Information from the DER is needed for the Area EPS Operator to perform fault analysis, load flow and system reliability analysis. Remote monitoring and remote control maybe required depending on the size of the DER, type of interconnection and the mode of operation. In general, Table 6 displays the need for remote monitoring and remote control of the DER by size. DER with ESS that do not export may have different monitoring and control requirements. Specific remote monitoring and control requirements will be identified in the Operating and Maintenance Requirements of the Interconnection Agreement.

Table 6 – Monitoring and Control Requirements for DER Systems

Monitoring and Control Requirements for DER Systems		
DER System Nameplate Capacity	DER Remote Monitoring	DER Remote Control
0 – 39.9 kW	None Required	None Required
40 – 1,000 kW	SCADA Monitoring Likely	Remote control via Area EPS Operator’s SCADA Possible
> 1,000 kW	SCADA Monitoring Required	Remote control via Area EPS Operator’s SCADA Likely

9.2 Sales to Parties Other Than the Area EPS Operator

The TSM does not address the metering, monitoring and control requirements for DER system whose energy sales are to a party other than the Area EPS Operator. For energy sales to a party other than the Area EPS Operator, the monitoring and control requirement will be identified in the Operating and Maintenance Requirements section of the Interconnection Agreement.

9.3 Level of Communication Required

When SCADA monitor or SCADA monitoring and control is required, the DER Owner is responsible for the cost to provide the communications to the Area EPS Operator’s control center. For DER system larger than 1,000 kW requiring monitoring and control, the Area EPS Operator will install the communication channel. The Interconnection

Customer is responsible for the Area EPS Operator's cost of the communication channel.

The communication channel shall meet the following requirements:

- Available via a VPN tunnel,
- Able to support a polling rate of once every 10 seconds,
- Encrypted,
- Utilize DNP3.0 protocol, and
- Include a battery backup system that can last for a minimum of 8 hours during an Area EPS outage.

9.4 Level of Monitoring and Control Required

The actual list of status, control and analog points required to be monitored and controlled by the Area EPS Operator are to be defined in the Operating and Maintenance Requirements section of the Interconnection Agreement. In general, the minimum points that will be required for DER systems 1,000 kW and greater are:

- Status Points
 - Lockout relay status
 - High voltage alarm
 - Low voltage alarm
 - Relay failure alarm (for each protective relay)
 - Interconnection breaker(s) status (open/close)
 - DC battery charger alarm
 - General trouble alarm
- Control Points
 - Remote control of interconnection breaker(s)
 - Ability to curtail the output of the DER to a specific level
 - Ability to remotely change and/or monitor modes of operations that are active
- Analog Values
 - Phase voltage (phase to ground)
 - DER phase current (amp) output
 - Frequency
 - Power Factor (including leading/lagging)
 - DC voltage of backup battery system
 - Current Total Harmonic Distortion
 - Voltage Total Harmonic Distortion
 - Three-phase real (kW) and reactive (kVA) power flow of each DER unit

9.5 Security

In general, all physical, network and local DER communication interface security protections should be identified by the Interconnection Customer and approved by

the Area EPS Operator. Specific security requirements are listed in Sections 9.5.1, 9.5.2 and 9.5.3.

9.5.1 Physical and Front Panel

The Interconnection Customer shall maintain physical security for the DER equipment and all communication interfaces at the DER site. All configuration settings for the DER system shall be password protected to allow access only to qualified personnel. Other physical security protections shall be identified by the Interconnection Customer and approved by the Area EPS Operator.

9.5.2 Network Security

Dependent on the DER interconnection, additional network security may apply. If needed, the additional requirements will be identified in the Operating and Maintenance Requirements section of the Interconnection Agreement.

9.5.3 Local DER Communication Interface Security

Dependent on the DER interconnection, additional local DER communication interface security may apply. If needed, the additional requirements will be identified in the Operating and Maintenance Requirements section of the Interconnection Agreement.

10. Energy Storage Systems

10.1 Grid Support Functions

The TSM will not address technical issues that may arise with grid support functions. Grid support functions, such as frequency and voltage support, are currently not address by the Area EPS Operator's rate tariff. Until MISO rules and required associated Minnesota PUC dockets have been determined, the use of an ESS to provide grid support functions is not allowed.

10.2 Common Modes of Operation

Energy storage systems are still an evolving technology with different use cases and modes of operation. Multiple control modes may be utilized by the Interconnection Customer. When applying for interconnection with the Area EPS, the DER Applicant should indicate what control modes of operation are being utilized. The Interconnection Customer must not change the control mode of the ESS without notification to the Area EPS Operator. The Area EPS Operator only studies the ESS under the indicated operation mode(s) listed on the original interconnection application. Common modes of operations used in ESS are explained in Appendix C.

10.3 Enter Service

After any sustained electrical outage, the ESS shall be configured to not immediately initiate recharging of the ESS. Per the IEEE 1547 standards the ESS shall wait a

minimum of 5 minutes after the Area EPS is reenergized and provides a stable voltage, before initiating recharging of the ESS.

It is preferable to delay any recharging of the ESS for a minimum of 10 minutes after reenergization of the Area EPS, to allow the distribution system to fully stabilize and reduce the possibility of additional electrical demand caused by the recharging of the ESS to overload the distribution system.

To help reduce the possibility of step voltage issues and other distribution system issues, it is preferable to have the ESS control system ramp up the recharging level from 0-100% over a 5-minute time period upon entering service.

10.4 Modification of Control Modes

ESS Control Modes may not necessarily be considered a Material Modification, however the Interconnection Customer shall notify the Area EPS Operator of an unapproved ESS Control Mode prior to the change being implemented. The Area EPS Operator shall discuss with the Interconnection Customer the need, or lack thereof, to review the proposed ESS Control Mode for safety, power quality or reliability reasons.

The Interconnection Customer can inform the Area EPS Operator of a change in ESS control mode by emailing the Area EPS Operator's DER Coordinator a DER Alteration Notification indicating the change in control mode. The DER Alteration Notification is shown in Appendix F. The DER Coordinator can be reached at DER@star-energy.com. The ESS should not be operated in the new control mode without approval from the Area EPS Operator.

11. Metering Requirements¹

The metering requirement for each DER system will depend on the DER size, location, interconnection type and application rate schedules. It is the Interconnection Customer's responsibility to provide metering sockets as applicable. The Area EPS Operator will provide the meter(s), CTs and VTs, unless the DER sales are to a third party. For DER with sales to a third party, the Interconnection Customer shall be responsible for all metering costs incurred by the Area EPS Operator.

11.1 DER Interconnection on Services with Subtractive Metering

The Area EPS Operator does not allow for DER systems of the extended parallel type to be on an electric service where subtractive metering already exists. Consult with the Area EPS Operator of alternative options.

11.2 Metering Required for DER Installation

The metering required for DER system depends on the size and type of DER, the method of interconnection and applicable rate programs the DER may take part in. There may be unique installations which may require deviations from requirements

listed in this document. Deviations from this specification will be documented in the Operating and Maintenance Requirements section of the Interconnection Agreement.

11.2.1 Main Service Meter

The main service meter, is located at the PCC, unless mutually agreed upon between the Area EPS Operator and Interconnection Customer², and is the meter the Area EPS Operator shall use for billings purposes. This is commonly called a bidirectional meter.

11.2.2 Production Meter

A production meter may be required by the Area EPS Operator and is located electrically at the PoC. This meter will monitor the power flow to and from the DER. The production meter may be used for incentive programs or standby calculations and provides the Area EPS Operator with necessary information to properly engineer a safe and reliable grid. The Area EPS Operator does require a production meter for specific DER installation as listed in Section 11.3.

11.3 Production Meter Requirement

11.3.1 DER Systems with ESS

There are multiple variations of DER systems that include ESS. Depending on the configuration, non-exporting DER systems that incorporate ESS may not need a production meter. Consult with the Area EPS Operator to determine the proper metering needs.

11.3.2 Extended Parallel DER Interconnections

The Area EPS Operator requires the main meter at the PCC and a production meter at the PoC. The Area EPS Operator will reprogram or replace the main service meter to be able to measure and record power flow in both directions. It is the responsibility of the Interconnection Customer to install and provide the appropriate meter socket or setup at the PoC. The Area EPS Operator will provide the meter to record production. For DER systems where the PCC and PoC are the same location a single meter can perform both types of metering.

11.3.3 All Other DER Interconnections

DER interconnections that are not extended parallel will need to refer to the Area EPS Operator for the appropriate metering needs.

² If the main meter is not be located at the PCC, the Interconnection Agreement shall document the agreed upon losses and billing will be adjusted accordingly.

11.4 Acceptable Metering

A brief list of metering specifications is listed in the following subsections. Variation from the Area EPS Operator's Service Manual will need to be mutually agreed to by the Area EPS Operator and documented in the Operating and Maintenance Requirements section of the Interconnection Agreement.

11.4.1 Meter Sockets

The interconnection owner is responsible for purchasing and installing a meter socket that meets the following requirements and is appropriate for the service connect.

- Meter sockets must be UL (Underwriters Laboratories) or ARL (Applied Research Laboratories) approved.
- All metering for a single service must be grouped in a 10-foot area.
- All self-contained meter sockets must be a bypass type socket with a manually operated lever bypass.

11.4.2 Location and Accessibility

The meter socket shall be installed in a location that meets the following specifications:

- The center of the meter socket shall be located at a height between 4 to 6 feet above the ground.
- Location and path to the meter socket must be continuously clear and free of hazards for anyone accessing the meter.
- Meter sockets must be a minimum of 3 feet away from a gas meter and 6 feet away from combustible storage.
- Meter sockets shall have unobstructed space of at least 3 feet in front and 1 foot to each side.

The specifications for meter socket location and accessibility shall be maintained for the life of the meter use. If changes cause the meter to no longer meet the stated specifications, the meter shall be moved to a new accessible location at the expense of the Interconnection Customer.

11.5 Type of Metering Configurations

Please see Appendix D for expected metering configurations.

12. Signage and Labeling¹

12.1 General Requirements

All signage and labeling shall meet applicable NEC requirements including NEC 110.21 (B), 690.13 and 750.10.

12.2 Utility AC Disconnect

The Utility AC disconnect shall be labeled as “UTILITY AC DISCONNECT”. The Utility AC Disconnect shall be located within 10 feet of the main service meter. The Area EPS Operator and the Interconnection Customer may mutually agree to install the Utility AC Disconnect at a location greater than 10 feet from the main service meter.

12.2.1 Remotely Located Utility AC Disconnect

If the Utility AC Disconnect is not located within 10 feet of the main service meter, a permanently affixed waterproof placard shall be located within 10 feet of the main service meter. The placard shall include a mapped representation of the property with the location of the Utility AC Disconnect clearly denoted. A copy of the proposed placard shall be submitted to the Area EPS Operator with the interconnection application.

12.2.2 Multiple AC Disconnects

If a single Utility AC Disconnect cannot be used to disconnect all DERs, all Utility AC disconnects should include numerical identification such as “UTILITY DER AC DISCONNECT 1 OF 2” or similar. The number of disconnects required to be operated to isolate the DER from the utility should be clear. A permanently affixed waterproof placard shall be located within 10 feet of the main service meter clearly indicating the number and locations of the multiple Utility AC Disconnects. A copy of the proposed placard shall be submitted to the Area EPS Operator with the interconnection application.

12.3 Production Meter

The production meter shall be labeled as “DER PRODUCTION METER” or similar. If there are multiple DER types present at a location the production meter shall indicate the type of DER behind the meter.

13. Test and Verification Requirement¹

13.1 Applicability

Testing and verifications of the Interconnection Customer’s DER system to validate compliance with the interconnection agreement, TIIR and Area EPS Operator’s TSM is critical to maintaining the safe and reliable system. The testing and verifications requirements that follow will apply to the RPA and PCC unless mutually agreed upon between the Area EPS Operator and the Interconnection Customer.

13.2 Certified DER Systems

It is understood that DER systems that are certified by UL 1741 / IEEE 1547 have already undergone scrutiny and testing. As such the testing required to commissioning these systems is designed to recognize the previous testing and focus on integration with the Area EPS and the final installed DER. The following testing requirements shall be met prior to parallel operation with the Area EPS:

- 1) Verifications of certified equipment make and model.
- 2) Verification of system wiring.
- 3) For new installations, verification of meter with Area EPS Operators AMI system.
- 4) Verification of anti-islanding.
- 5) Verification of grounding.

13.3 Non-Certified DER Systems

For non-certified systems it is the Interconnection Customer's responsibility to provide a final design for approval and to install the protective measures required by the Area EPS Operator. Mutually agreed upon exception may at times be necessary and desirable. Prior to Commissioning of the DER the Interconnection customer shall provide the design with proof that it shall not connect or close into a de-energized Area EPS. The Interconnection Customer shall obtain written approval of the design as installed prior to completing the commissioning testing of the DER.

13.4 Pre-Energization Testing – Interconnection Customer

The following testing shall be performed by the Interconnection Customer. The Area EPS Operator has the right to witness all field test and review all records prior to allowing the system to be made ready for normal operation. The Area EPS Operator shall be notified with adequate lead time of witness testing in accordance to M-MIP³.

- 1) Grounding shall be verified to ensure that it complies with this specification, the NESC and the NEC.
- 2) CT's (Current Transformers) and VT's (Voltage Transformers) used for monitoring and protection, shall be tested to ensure correct polarity, ratio and wiring.
- 3) CT's shall be visually inspected to ensure that all grounding and shorting connections have been removed where required.
- 4) Breaker / Switch tests – Verify that the breaker or switch cannot be operated with interlocks in place or that the breaker or switch cannot be automatically

³ M-MIP Simplified Process section 8.3, Fast Track Process section 9.4 and Study Process section 11.3

operated when in manual mode. (The intent of this test is to ensure that the breaker or switch controls are operating properly).

- 5) Relay Tests – All protective relays shall be calibrated and tested to ensure the correct operation of the protective element. Documentation of all relay calibration tests and settings shall be furnished to the Area EPS Operator.
- 6) Trip checks – Protective relays shall be functionally tested to ensure the correct operation of the complete system. Functional testing requires that the complete system is operated by the injunction of currents and/or voltage to trigger the relay elements and prove that the relay element trips the required breaker, lockout or provides the correct signal to the next control element. Trip circuit shall be proven through the entire scheme (including breaker trip).
- 7) Remote Control, SCADA and Remote Monitoring tests – All remote-control functions and remote monitoring points shall be verified operational. For some monitoring points it may not be possible to verify analog values prior to energization. Where appropriate, those points may be verified during the energization process.
- 8) Phase Tests – the Interconnection Customer shall work with the Area EPS Operator to complete the phase test to ensure proper phase rotation of the DER system and wiring.
- 9) Synchronizing test – The following tests shall be done across an open switch or racked out breaker. The switch or breaker shall be in a position that it is incapable of closing between the Generation System and the Area EPS for this test. This test shall demonstrate that at the moment of the paralleling-device closure, the frequency, voltage and phase angle are within the required ranges, stated in IEEE 1547. This test shall also demonstrate that if any of the parameters are outside of the ranges stated; the paralleling device shall not close. For inverter-based interconnected systems this test may not be required unless the inverter creates fundamental voltages before the paralleling device is closed.

13.5 Energization Testing Criteria

Some tests are unable to be performed prior to interconnection with the Area EPS. Once the pre-energization tests are completed, the DER shall be integrated and the energization tests shall be performed. For larger and more complex DER systems the Interconnection Customer and Area EPS Operator should work together to develop the required testing procedure. Final proposed testing procedure shall be submitted to the Area EPS Operator prior to energization testing. The testing procedure should include the location, method of operation and verification for each step. At minimum, the testing procedure shall include the steps listed in Section 13.5.1 and 13.5.2.

13.5.1 Installation Verification

Prior to the anti-islanding testing, the DER system shall have the following verified:

- 1) That there is continuous, unescorted site access to the Area EPS equipment and Utility DER AC Disconnect is available. Site access means drivable and keyless access.
- 2) The DER installation matches the submitted one-line diagram that was approved by the Area EPS Operator.
- 3) There is proper labeling of disconnect switches, meters and placards, if necessary.
- 4) That the Interconnection Customer will verify the settings and firmware of the inverters, protective devices, power control systems and other hardware and software components comply with the TIIR, Area EPS Operator's TSM, operating agreements and match the previously approved settings.

13.5.2 Anti-Islanding Test

For DER systems that operate in parallel with the Area EPS, the anti-islanding test procedure shall, at minimum, contain the following steps:

- 1) The DER system shall be placed into normal operations.
- 2) The DER system shall be verified it is energized and generating.
- 3) The Area EPS source shall be removed from the DER system. For multi-phase systems, the Area EPS source shall be removed by one individual phase at a time.
- 4) The DER system shall be verified that it either separate from the Area EPS together with the local load or the DER system shall stop operating.
- 5) The DER system shall be reconnected to the Area EPS. The DER generation shall not parallel with the Area EPS for a period less than 5 minutes.

For each step, the testing procedure shall identify which device shall be operated to complete the step. In verification step, the testing procedure shall identify the point of measurement.

13.5.3 Additional Onsite Testing

Depending on the complexity of the DER system, additional energization tests may be required. Examples of additional tests include phase testing, control

mode verification, SCADA and communication verification. These additional tests shall be listed in the Interconnection Customer's submitted testing procedure as applicable.

13.6 Periodic Testing and Documentation

All interconnection-related protection systems shall be periodically tested and maintained, by the Interconnection Customer, at intervals specified by the manufacturer or system integrator. These intervals shall not exceed five years. Periodic test reports and a log of inspections shall be maintained, by the Interconnection Customer and made available to the Area EPS Operator upon request. The Area EPS Operator shall be notified prior to the period testing of the protective systems, so that Area EPS personnel may witness the testing, if so desired.

13.6.1 Battery Documentation

Any system that depends upon a battery for trip/protection power shall be checked and logged once per month for proper voltage. Once every four years the battery(s) must be either replaced or a discharge test performed. Longer intervals are possible using the "station class batteries" and Area EPS Operator approval.

13.7 Failure Protocol

If the DER fails testing and verification, the Interconnection Customer shall address outstanding issues and provide updated documentation to the Area EPS Operator regarding the changes made. The Interconnection Customer shall re-schedule the onsite testing with the Area EPS Operator and provide a revised testing procedure, if necessary.

13.8 Modification to Existing DER

Any time the interface hardware or software, including protective relaying and generation control systems are replaced and/or modified, the Area EPS Operator shall be notified. This notification shall, if possible, be with adequate so the Area EPS personnel can be involved in the planning for the modification and/or witness the verification testing. Verification testing shall be completed on the replaced and/or modified equipment and systems. The involvement of the Area EPS personnel will depend upon the complexity of the DER system and the component being replaced and/or modified.

14. Sample Documents for Simplified Process

14.1 Introduction

Interconnection customer shall maintain a system one-line diagram, site diagram and testing procedure with latest results.

All documentation shall include the following:

- Interconnection Customer's Name
- Interconnection Agent's Name, Address, and Phone Number
- Date and revision

14.2 One-Line Diagram

The one-line diagram shall include, but not limited to, the following information:

- Applicant Name
- Application ID
- Installer name and contact information
- Address where DER system will be installed
- Correct electrical position of all equipment, including but not limited to: Panels, Inverter, DC and AC disconnects.
- Distance between equipment
- Labeling found on equipment
- Total Aggregated AC nameplate rating of DER
- DER protection elements

The one-line diagram shall be signed and stamped by a Minnesota Professional Engineer if the DER is larger than 20 kW and uncertified or larger than 250 kW and certified.

Figure 14.1 – Example Simplified One-Line Diagram

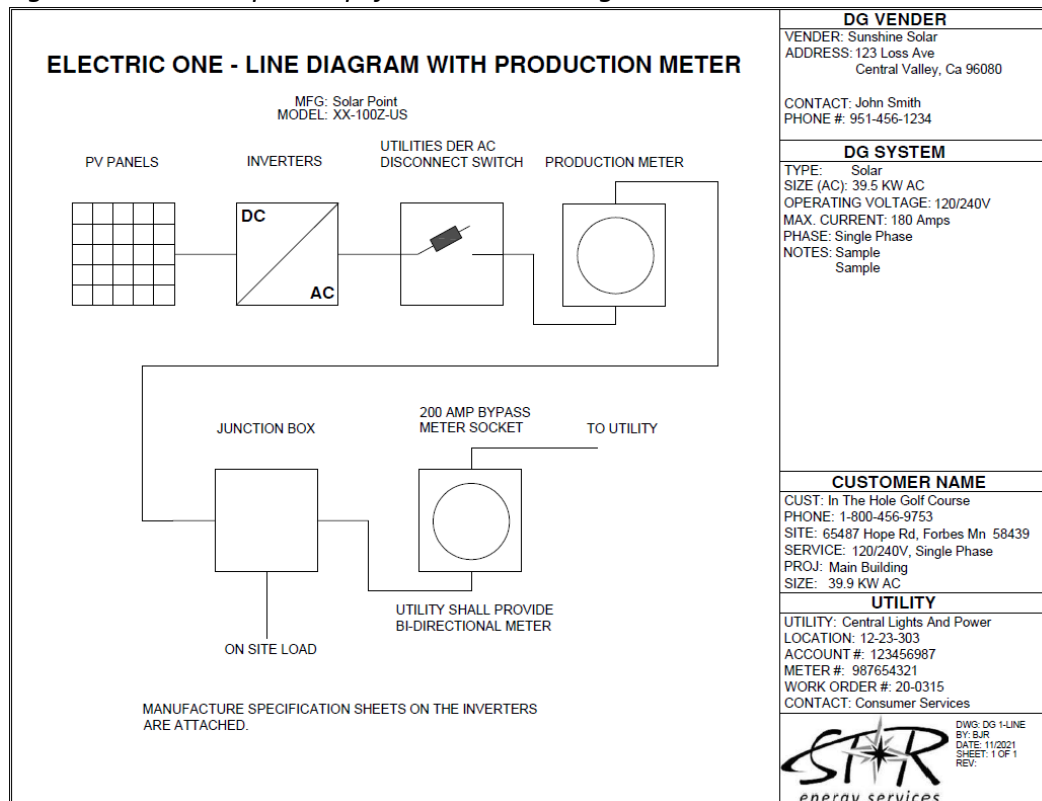
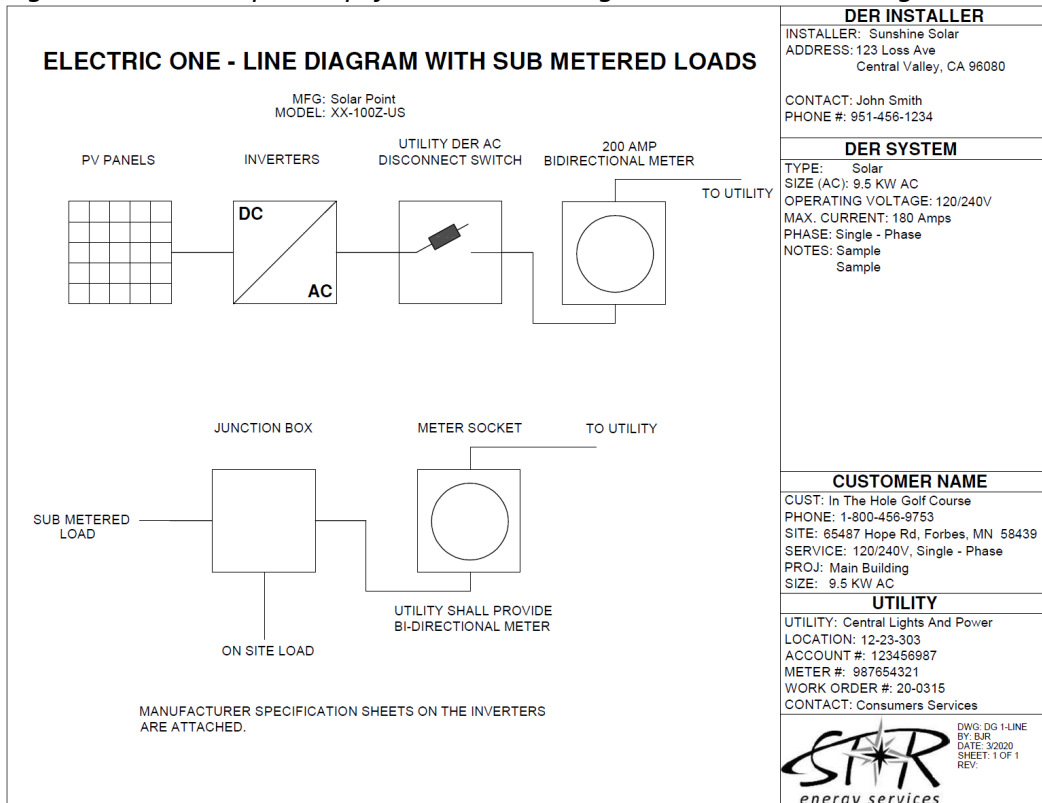


Figure 14.2 – Example Simplified One-Line Diagram with Sub Metering



14.3 Site Diagram

Site Diagram shall include the following:

- Shall be to scale
- Location of DER
- Location of meter
- Location of AC disconnect
- Location of PCC/RPA/PoC
- Location of underground/overhead electrical wires
 - If underground, shall include any easements/right of ways

Figure 14.3 – Sample Simplified Site Diagram

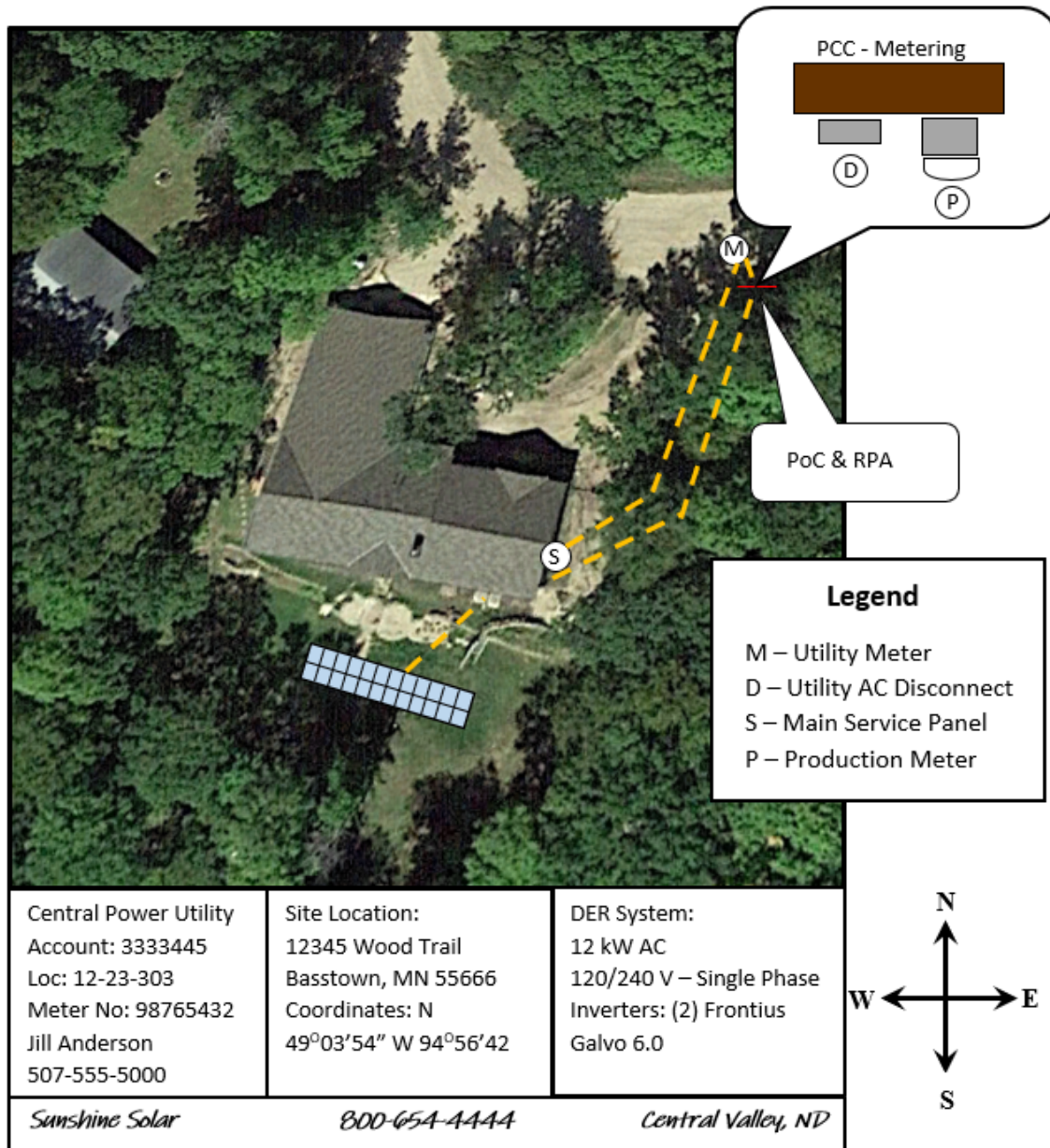
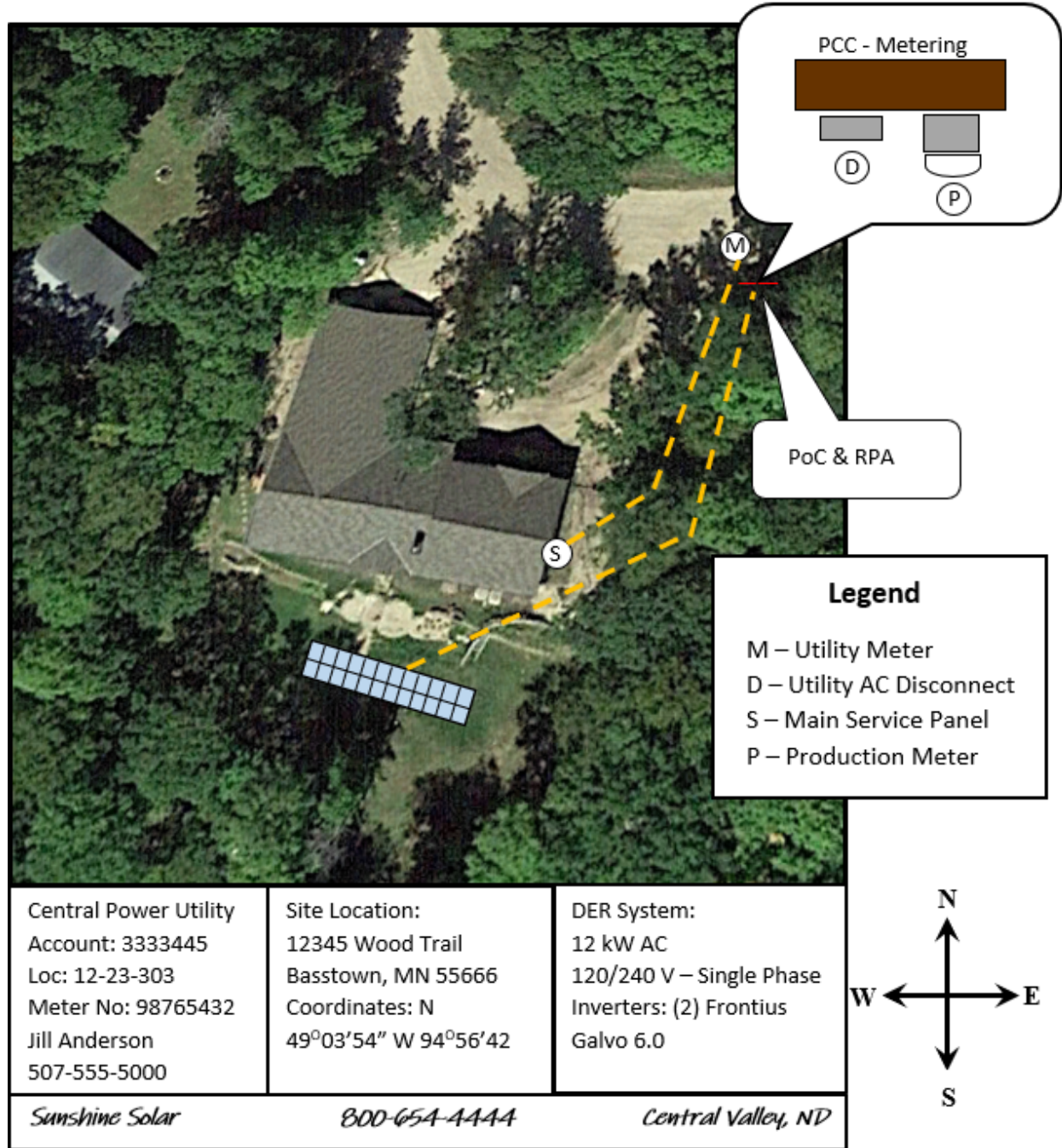


Figure 14.4 – Sample Simplified Site Diagram with Sub Metering



14.4 Testing Procedure

General Process for Simplified Testing Procedures

- Verify installation matches design evaluation
 - Verify inverter model matches application
 - Verify certified inverter
 - Verify electrical inspection sticker
 - Verify correct labeling / signage
 - Verify Utility DER AC Disconnect Switch is lockable and has visual open
 - Verify DER system installation matches application one-line
 - Verification of operational and protection settings
 - Verify metering and Utility DER AC Disconnect Switch are accessible by Area EPS Operator
- Field Testing
 - On-off test
 - Open phase testing (if applicable for multiphase systems)

An example of a Simplified DER testing procedure is found in Appendix E.

Appendix A – Types of Interconnection

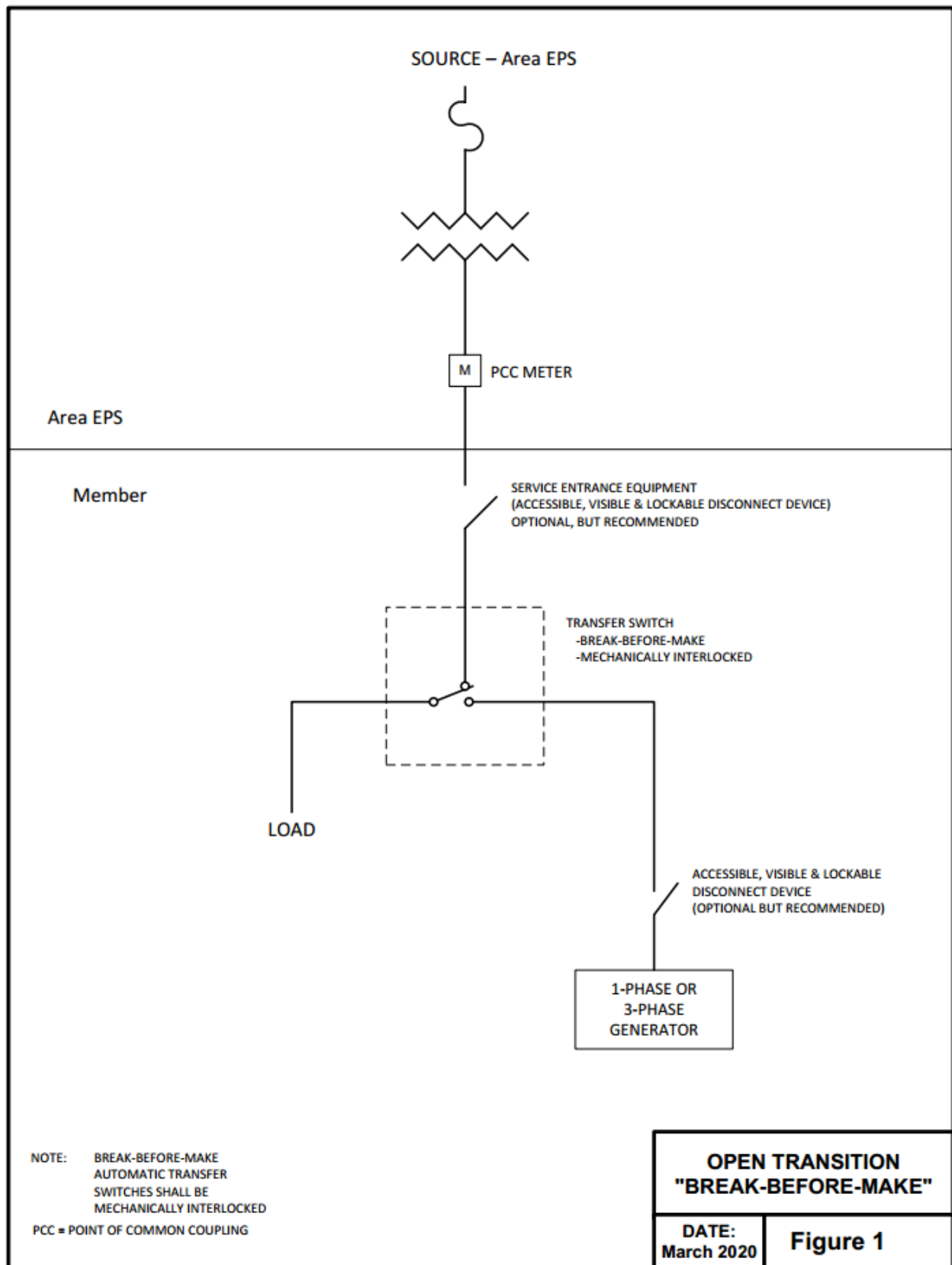
The way the DER system is connected to and disconnected from the Area EPS can vary. Most transfer systems normally operate using one of the following five methods of transferring the load from the Area EPS to the DER system.

If a transfer system is installed which has a user accessible selection of several transfer modes, the transfer mode that has the greatest protection requirements will establish the protection requirements for that transfer system.

Open Transition (Break-Before-Make) Transfer Switch

With this transfer switch, the load to be supplied from the DER is first disconnected from the Area EPS and then connected to the DER. This transfer can be relatively quick, but voltage and frequency excursions are to be expected during transfer. Computer equipment and other sensitive equipment will shut down and reset. The transfer switch typically consists of a standard UL approved transfer switch with mechanical interlocks between the two source contactors that drop the Area EPS source before the DER is connected to supply the load.

- 1) To qualify as an Open Transition switch and the limited protective requirements, mechanical interlocks are required between the two source contacts. This is required to ensure that one of the contacts is always open and the generating DER is never operated in parallel with the Area EPS. If the mechanical interlock is not present, the protection requirements are as if the switch is a closed transition switch.
- 2) As a practical point of application, this type of transfer switch is typically used for loads less than 500 kW. This is due to possible voltage flicker problems created on the Area EPS, when the load is removed from or returned to the Area EPS source. Depending upon the Area EPS's stiffness, this level may be larger or smaller than the 500-kW level.
- 3) Figure 1 on the following page provides a typical one-line of this type of installation.



Quick Open Transition (Break-Before-Make) Transfer Switch

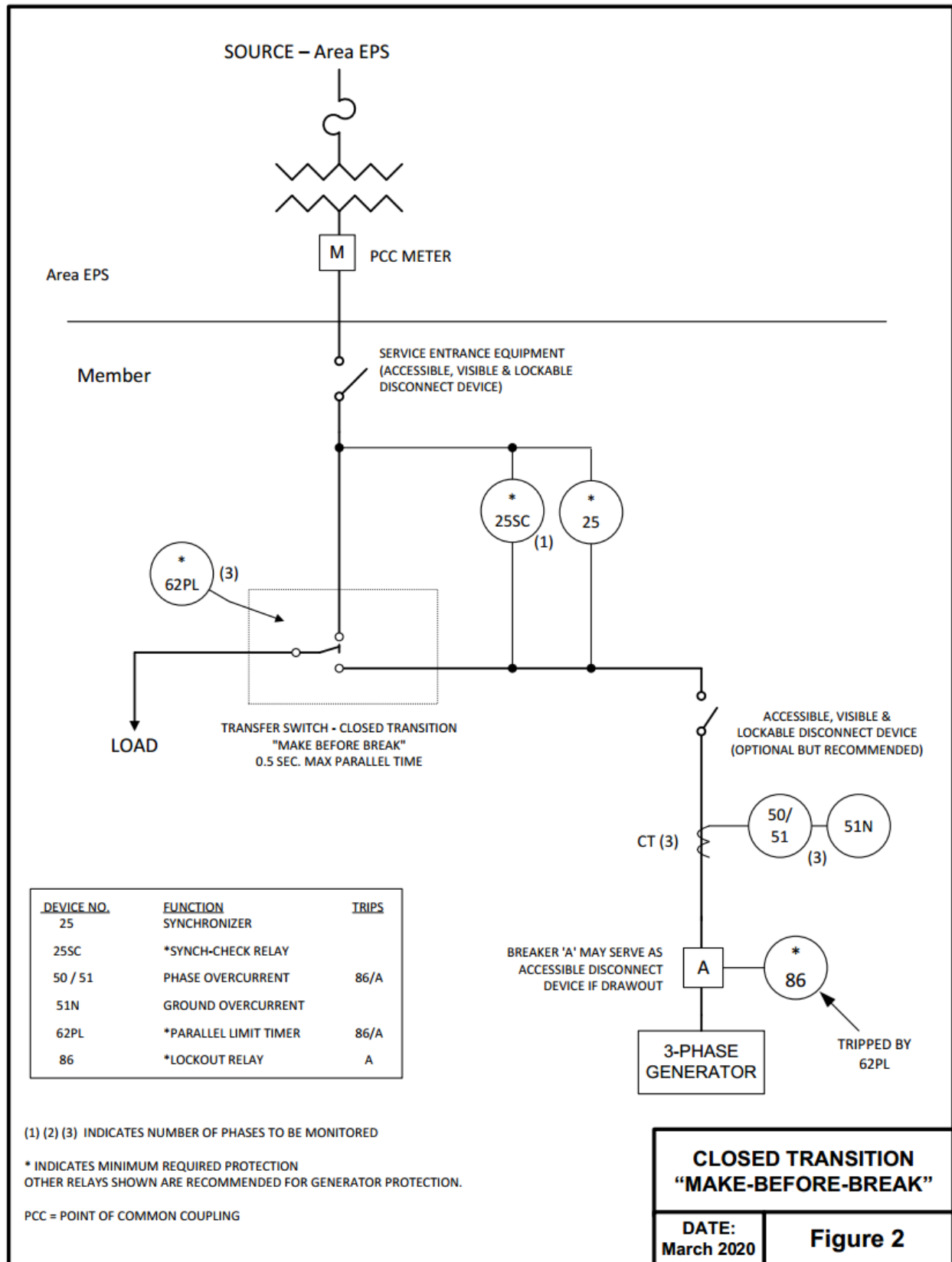
For a Quick Open Transition, the load to be supplied from the DER is first disconnected from the Area EPS and then connected to the DER, similar to the open transition. However, this transition is typically much faster (under 500 ms) than the conventional open transition transfer operation. Voltage and frequency excursions will still occur, but some computer equipment and other sensitive equipment will typically not be affected with a properly designed system. The transfer switch consists of a standard UL approved transfer switch, with mechanical interlocks between the two source contacts that drop the Area EPS source before the DER is connected to supply the load.

- 1) Mechanical interlocks are required between the two source contacts to ensure that one of the contacts is always open. If the mechanical interlock is not present, the protection requirements are as if the switch is a closed transition switch
- 2) As a practical point of application this type of transfer switch is typically used for loads less than 500 kW. This is due to possible voltage flicker problems created on the Area EPS, when the load is removed from or returned to the Area EPS source. Depending upon the Area EPS's stiffness this level may be larger or smaller than the 500-kW level.
- 3) Figure 1 on the previous page provides a typical one-line of this type of installation and shows the required protective elements.

Closed Transition (Make-Before-Break) Transfer Switch

For Closed Transition, the DER is synchronized with the Area EPS prior to the transfer occurring. The transfer switch then parallels with the Area EPS for a short time (500 ms or less) and then the DER and load is disconnected from the Area EPS. This transfer is less disruptive than the Quick Open Transition because it allows the DER a brief time to pick up the load before the support of the Area EPS is lost. With this type of transfer, the load is always being supplied by the Area EPS or the DER.

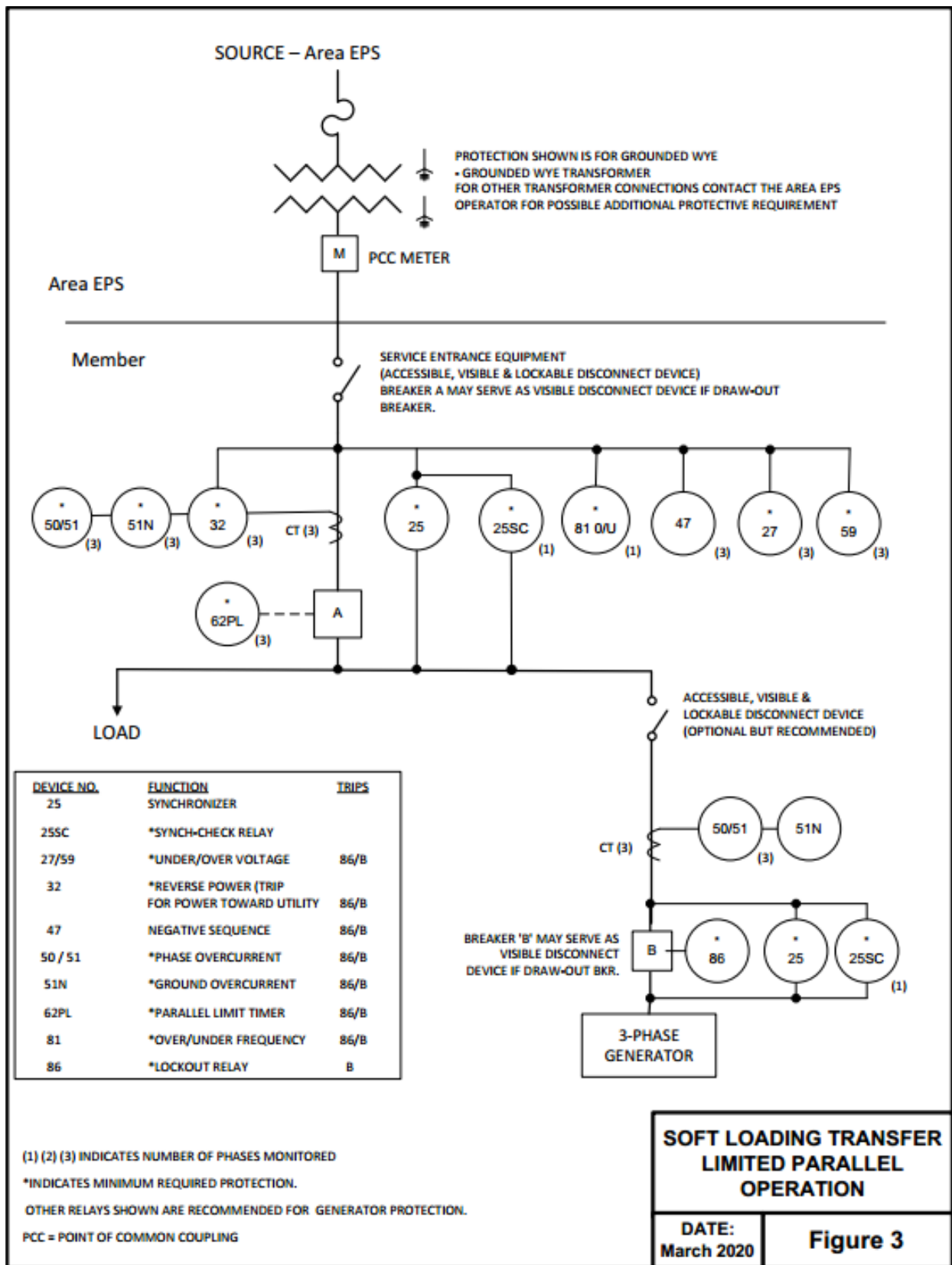
- 1) As a practical point of application this type of transfer switch is typically used for loads less than 500 kW. This is due to possible voltage flicker problems created on the Area EPS, when the load is removed from or returned to the Area EPS source. Depending upon the Area EPS's stiffness this level may be larger or smaller than the 500-kW level.
- 2) Figure 2 on the following page provides a typical one-line of this type of installation and shows the required protective elements. The closed transition switch must include a separate parallel time limit relay, which is not part of the generation control PLC and trips the generation from the system for a failure of the transfer switch and/or the transfer switch controls.



Soft Loading Transfer Switch – With Limited Parallel Operation

For this type of interconnection, the DER is paralleled with the Area EPS for a limited amount of time (generally less than 1-2 minutes) to gradually transfer the load from the Area EPS to the generating DER system. This minimizes the voltage and frequency problems, by softly loading and unloading the DER.

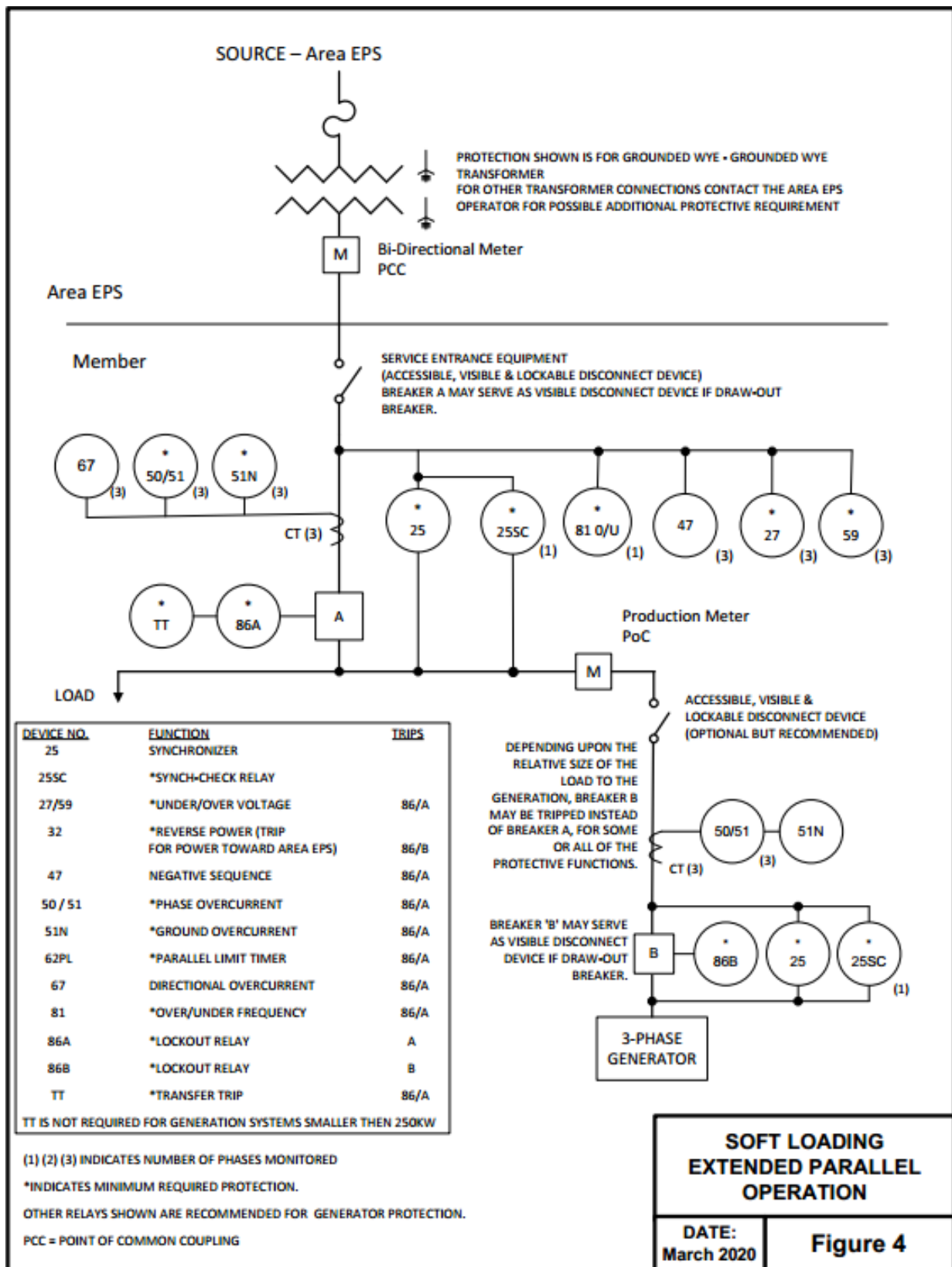
- 1) The maximum parallel operation shall be controlled, via a parallel timing limit relay (62PL). This parallel time limit relay shall be a separate relay and not part of the generation control PLC.
- 2) Protective Relaying is required as described in Section 6 of this document.
- 3) Figure 3 on the following page provide typical one-line diagrams of this type of installation and show the required protective elements.



Soft Loading Transfer Switch – With Extended Parallel Operation

The DER is paralleled with the Area EPS in continuous operation. Special design, coordination and agreements are required before any extended parallel operation will be permitted. The Area EPS interconnection study will identify the issues involved.

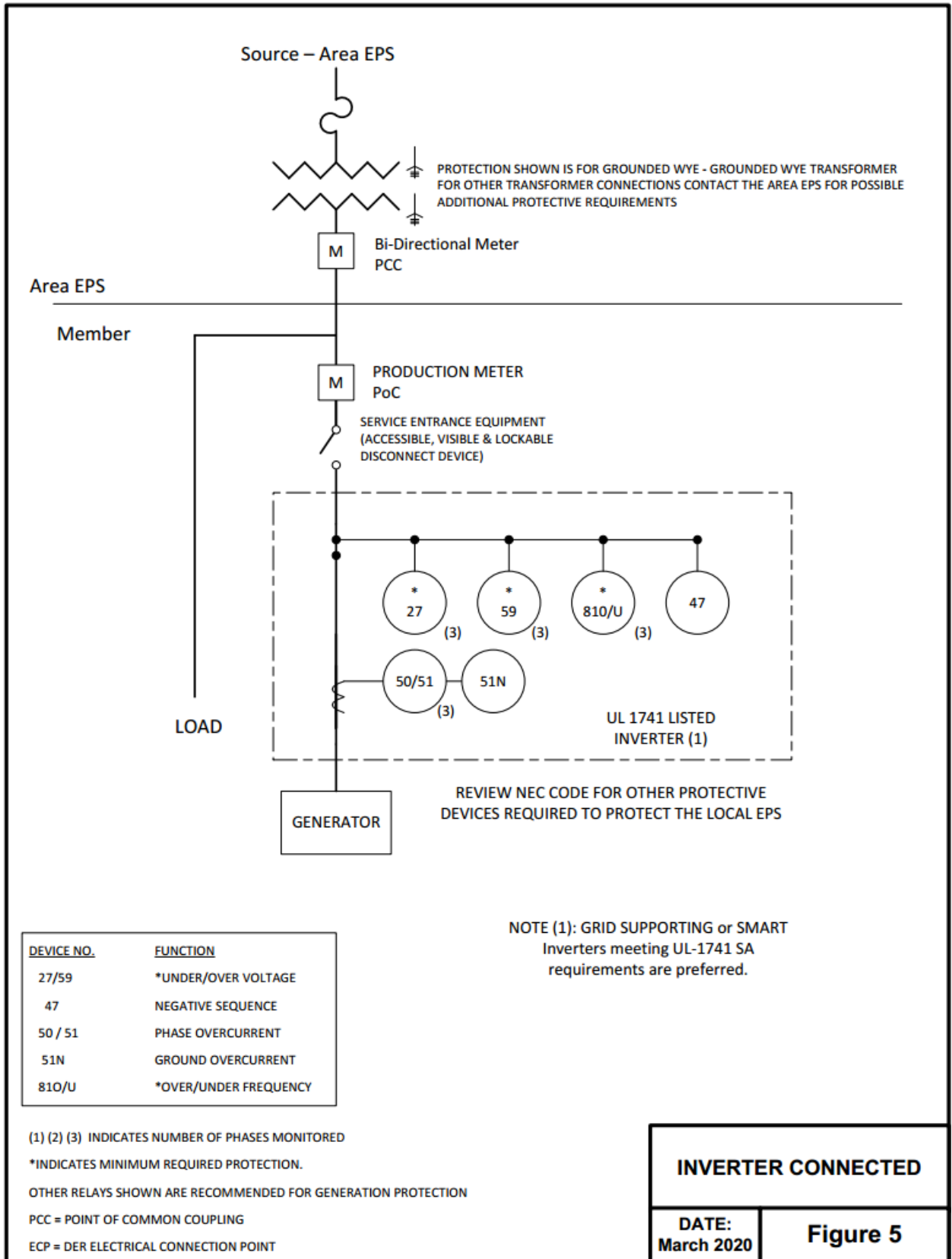
- 1) Any anticipated use in the extended parallel mode requires special agreements and special protection coordination.
- 2) Protective Relaying is required as described in Section 6 of this document.
- 3) Figure 4 on the following page provides a typical one-line for this type of interconnection. It must be emphasized that this is a typical installation only and final installations may vary from the examples shown due to transformer connections, breaker configuration, etc.



Inverter Connection

An inverter Connection is a continuous parallel connection between the DER and Area EPS. Small generating DER systems may utilize inverters to interface to the Area EPS. Solar, wind and fuel cells are some examples of DER which typically use inverters to connect to the Area EPS. The design of such inverters shall either contain all necessary protection to prevent unintentional islanding, or the Interconnection Customer shall install conventional protection to affect the same protection. All required protective elements for a soft-loading transfer switch apply to an inverter connection. Figure 5 on the following page shows a typical inverter interconnection.

- 1) **Inverter Certification** – Prior to installation, the inverter shall be Type-Certified for interconnection to the electrical power system. The certification will confirm its anti-islanding protection and power quality related levels at the Point of Common Coupling. Also, utility compatibility, electric shock hazard and fire safety are approved through UL listing of the model. Once this Type Certification is completed for that specific model, additional design review of the inverter should not be necessary by the Area EPS Operator.
- 2) For three-phase operation, the inverter control must also be able to detect and separate for the loss of one phase. Larger inverters will still require custom protection settings, which must be calculated and designed to be compatible with the specific Area EPS being interconnected with.
- 3) A visible disconnect is required for safely isolating the DER when connecting with an inverter. The inverter shall not be used as a safety isolation device.
- 4) When banks of inverter systems are installed at one location, a design review by the Area EPS Operator must be performed to determine any additional protection systems, metering or other needs. The issues will be identified by the Area EPS Operator during the interconnection process.



Appendix B – Relay Functions

Non-Certified installation, depending on the interconnection configuration, are required to provide the appropriate relay function listed in this section. The interconnection types in Appendix A will specify which relay function may be applicable.

Over-current relay (IEEE Device 50/51 or 50/51V) shall operate to trip the protecting breaker at a level to ensure protection of the equipment and at a speed to allow proper coordination with other protective devices. For example, the over-current relay monitoring the interconnection breaker shall operate fast enough for a fault on the customer's equipment, so that no protective devices will operate on the Area EPS. 51V is a voltage restrained or controlled over-current relay and may be required to provide proper coordination with the Area EPS.

Directional Over-Current Relay (IEEE Device 67) This element uses the phase relationship of the voltage and current to determine direction of the fault.

Over-Voltage Relay (IEEE Device 59) shall operate to trip the DER per the requirements of IEEE 1547. See table in Section 5.1.

Under-Voltage Relay (IEEE Device 27) shall operate to trip the DER per the requirements of IEEE 1547. See table in Section 5.1.

Over-Frequency Relay (IEEE Device 81O) shall operate to trip the DER off-line per the requirements of IEEE 1547. See table in Section 5.2.

Under-Frequency Relay (IEEE Device 81U) shall operate to trip the DER off-line per the requirements of IEEE 1547. See table in Section 5.2.

Synch Check Relay (IEEE Device 25 / 25SC) The Area EPS will provide the reference frequency of 60 Hz. The DER control system must be used to match this reference. The protective relaying in the interconnection system will be expected to maintain the frequency of the output of the DER.

Phase Sequence or Phase Balance Detection (IEEE Device 47) Provides protection for rotating equipment from the damaging effects of excessive negative sequence voltage resulting from a phase failure, phase unbalance and reversed phase sequence. This element helps the DER sense loss of source issues on the Area EPS.

Reverse Power Relays (IEEE Device 32) (power flowing from the DER to the Area EPS) shall operate to trip the DER off-line for a power flow to the system with a maximum time delay of 2.0 seconds.

Lockout Relay (IEEE Device 86) is a mechanically locking device which is wired into the close circuit of a breaker or switch and when tripped will prevent any close signal from closing that device. This relay requires that a person manually resets the lockout relay before that device

can be reclosed. These relays are used to ensure that a de-energized system is not reenergized by automatic control action and prevents a failed control from auto-reclosing an open breaker or switch.

Transfer Trip – All DERs are required to disconnect from the Area EPS when the Area EPS is disconnected from its source, to avoid unintentional islanding. A transfer trip system may be required to sense the loss of the Area EPS source for larger DERs which remain in parallel with the Area EPS. When the Area EPS source is lost, a signal is sent to the DER to separate the DER from the Area EPS. The size and type of the DER and the capacity and minimum loading on the Area EPS circuit will dictate the need for transfer trip installation. The Area EPS interconnection process will identify the specific requirements for the proposed DER system.

If multiple Area EPS sources are available, or multiple points of sectionalizing exist on the Area EPS, more than one transfer trip system may be required. The Area EPS interconnection process will identify the specific requirements for the proposed DER system in this situation. For some installations, the alternate Area EPS source(s) may not be utilized except in rare occasions. In this situation, the Interconnection Customer may elect to have the DER locked out when the alternate source(s) are utilized, if agreeable to the Area EPS Operator.

Parallel Limit Timing Relay (IEEE Device 62PL) set at a maximum of 120 seconds for soft transfer installations and set no longer than 500 ms for closed transfer installations, shall trip the DER circuit breaker on limited parallel interconnection systems. Power for the 62 PL relay must be independent of the transfer switch control power.

Minimum Input Relay (IEEE Device 37) is a setting within a digital relay that will trip the DER if the level of energy flow from the Area EPS goes below a set value. This protection system may be used by the DER to detect faults on the Area EPS. Minimum input relaying schemes must be set to trip immediately upon sensing under power levels and must coordinate with the Area EPS. Minimum input relaying is not allowed for DER systems which have the potential for inadvertent energy flow onto the Area EPS.

Table 7 – Summary of Relaying Requirements

Summary of Relaying Requirements								
Type of Interconnection	Over Current (50/51)	Voltage (27/59)	Frequency (81 O/U)	Reverse Power (32)	Lockout (86)	Parallel Limit Timer (62)	Synch Check (25)	Transfer Trip
Certified Inverter Connected < 250 kW	(1)	(1)	(1)	--	--	--	(1)	--
Certified Inverter Connected > 250 kW	Yes (2)	Yes (2)	Yes (2)	Yes (2)	Yes (2)	Yes (2)	Yes (2)	Yes (3)
Limited Parallel Quick Open Transition Mechanically Interlocked	--	--	--	--	Yes	Yes	Yes	--
Limited Parallel Closed Transition	--	--	--	--	Yes	Yes	Yes	--
Soft Loading Limited Parallel Operations	Yes	Yes	Yes	Yes	Yes	Yes	Yes	--
Soft Loaded Extended Parallel < 250 kW	Yes	Yes	Yes	--	Yes	--	Yes	--
Soft Loaded Extended Parallel > 250 kW	Yes	Yes	Yes	--	Yes	--	Yes	Yes (3)
Extended Parallel > 250 kW	Yes	Yes	Yes	Yes	Yes	--	Yes	Yes (3)

Note (1): Function is part of a certified inverter.

Note (2): For inverter-based DER that is 250 kW or larger, a breaker and relaying is required for interconnection with the Area EPS.

Note (3): Direct Transfer-Trip is required if the Area EPS determines the proposed DER cannot detect and trip for an Area EPS fault or loss of source supply to the Area EPS within an acceptable time-frame.

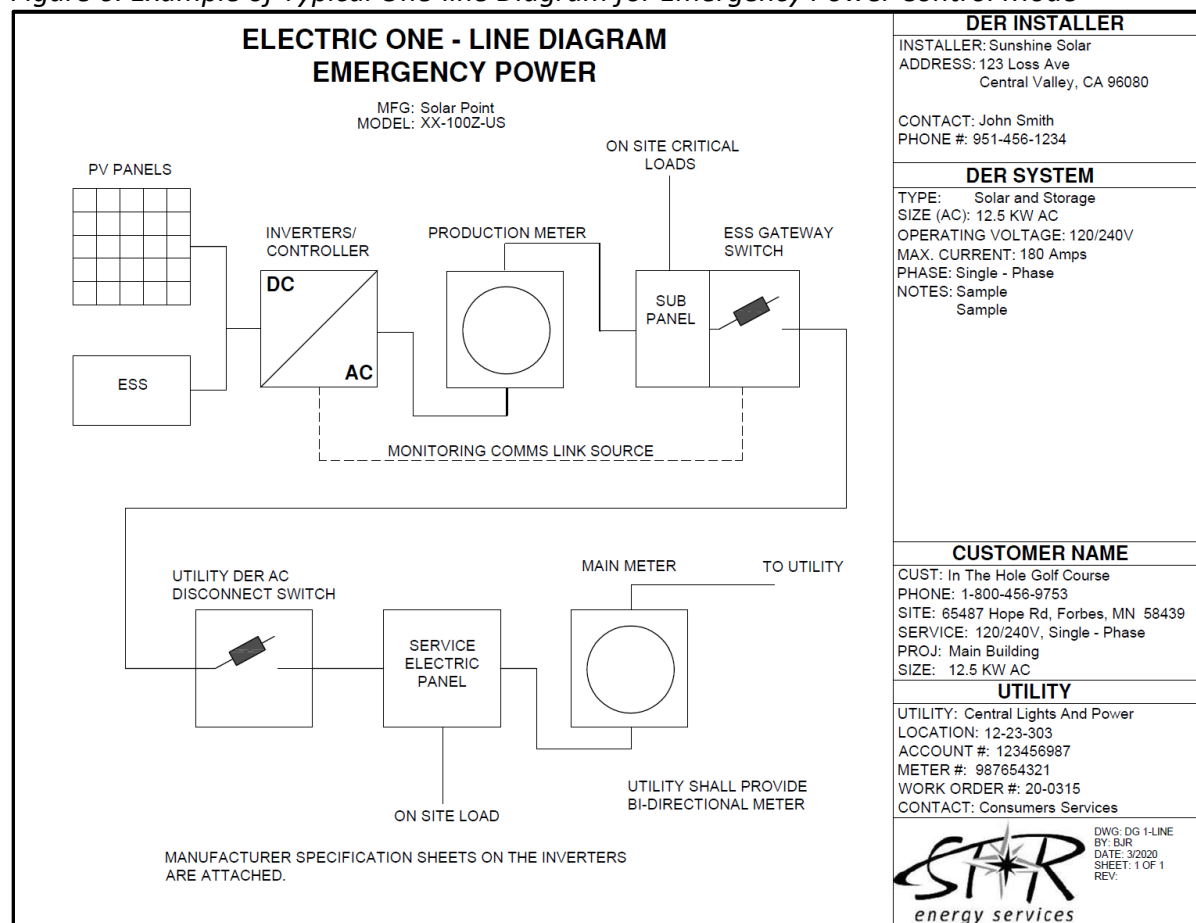
Appendix C – Types of ESS Control Modes

Common types of ESS control modes are listed in this section. Not all possible control modes are identified and many ESS vendors have different names for similar control modes. For clarity between the Area EPS Operator and the Interconnection Customer, it is helpful to identify which control modes the ESS is capable of and is using on the Storage Application using one of the control modes terms below.

Emergency Power

The emergency power control mode has the ESS only providing energy to the Local EPS during a power outage and not providing energy to the Local EPS in any other situation. This control mode would have the ESS remaining in a charged state until Area EPS was de-energized. Once the Area EPS was not the source of the local EPS, a switch opens isolating the backed-up load from the Area EPS and the ESS would release energy. Upon reenergization of the Area EPS the switch closes the load so it is sourced from the Area EPS. The ESS would cease in all operation for five minutes prior to moving to a state of charging. (See Section 10.3 Enter Service).

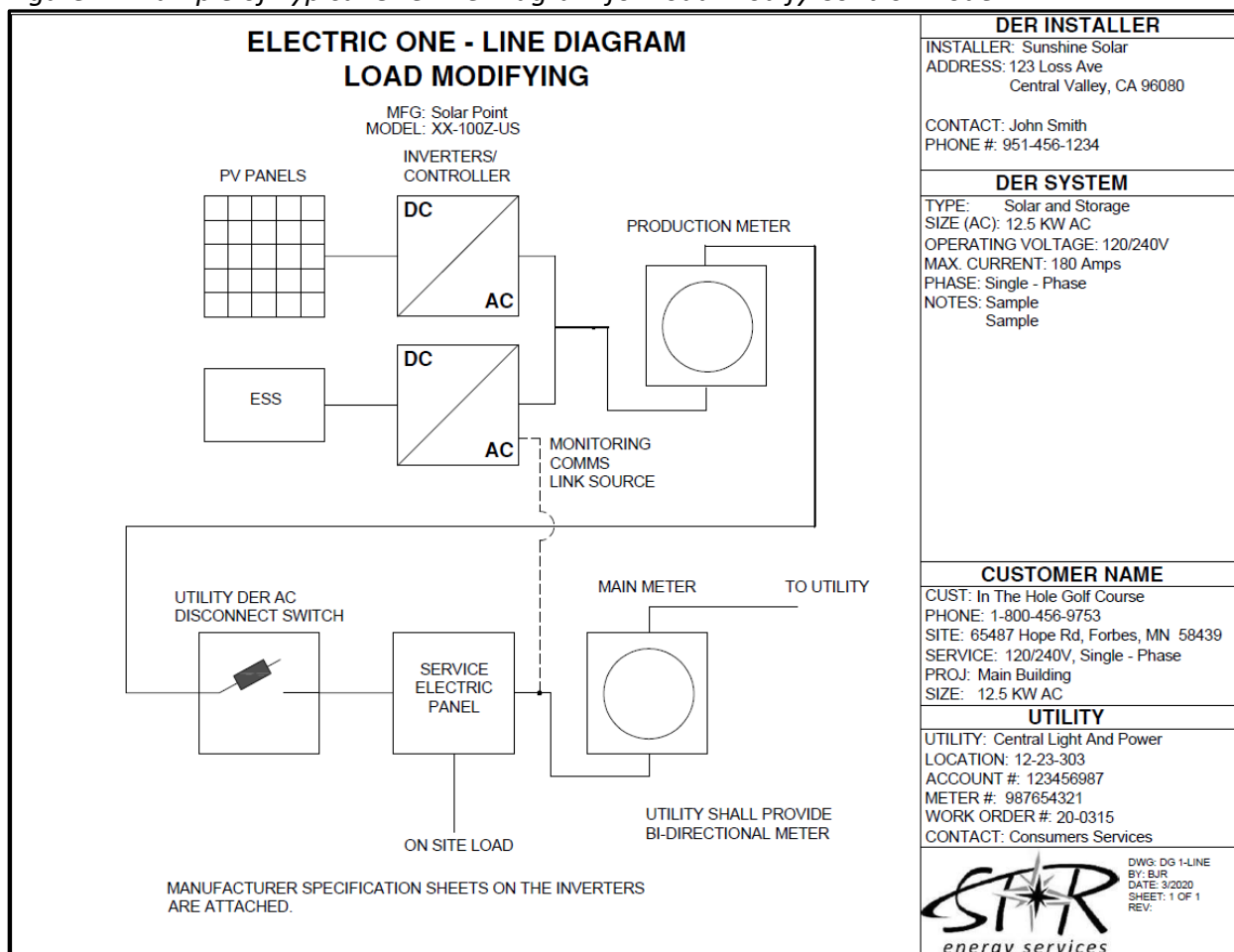
Figure 6. Example of Typical One-line Diagram for Emergency Power Control Mode



Demand Reduction Management

The demand reduction management operating mode has the ESS releasing stored power to reduce the peak demand of the Local EPS. This control mode would have the ESS providing energy to the Local EPS while the Local EPS is also receiving energy from the Area EPS. The ESS would incorporate an energy management system that monitors the load of the Local EPS. When the Local EPS reaches a set demand point, the ESS would release stored power in specified amount. The result is the demand required from the Area EPS would stay at a levelized amount. This type of control mode can be used with electrical services that are billed retail with a volumetric energy component and a demand component. The example one-line of this type of control mode is shown in Figure 7.

Figure 7. Example of Typical One-line Diagram for Load Modify Control Mode



Non-Exporting, Self-Consumption

The non-exporting or self-consumption mode incorporates a generating DER, such as a solar system, that would charge the ESS. As the generation exceeds the load, the ESS is charged. When the load exceeds the generation, the ESS can release energy to maintain the power needs of the load is covered, but neither the ESS nor the generating DER (solar) will send power to the Area EPS. This control mode normally includes information from an energy management system. The example one-line of this type of control mode is shown in Figure 7.

Time-Of-Use Management

The time-of-use management control mode has the ESS charging when retail energy prices are low and releasing energy when energy prices are high, offsetting the need for the load to use energy from the Area EPS. This control mode is only beneficial to the interconnection customer if the electric service is on a retail time-of-use rate schedule. The example one-line of this type of control mode is shown in Figure 7.

Appendix D – Example Diagrams

Figure 8. Example of Typical One-line Diagram of Solar DER

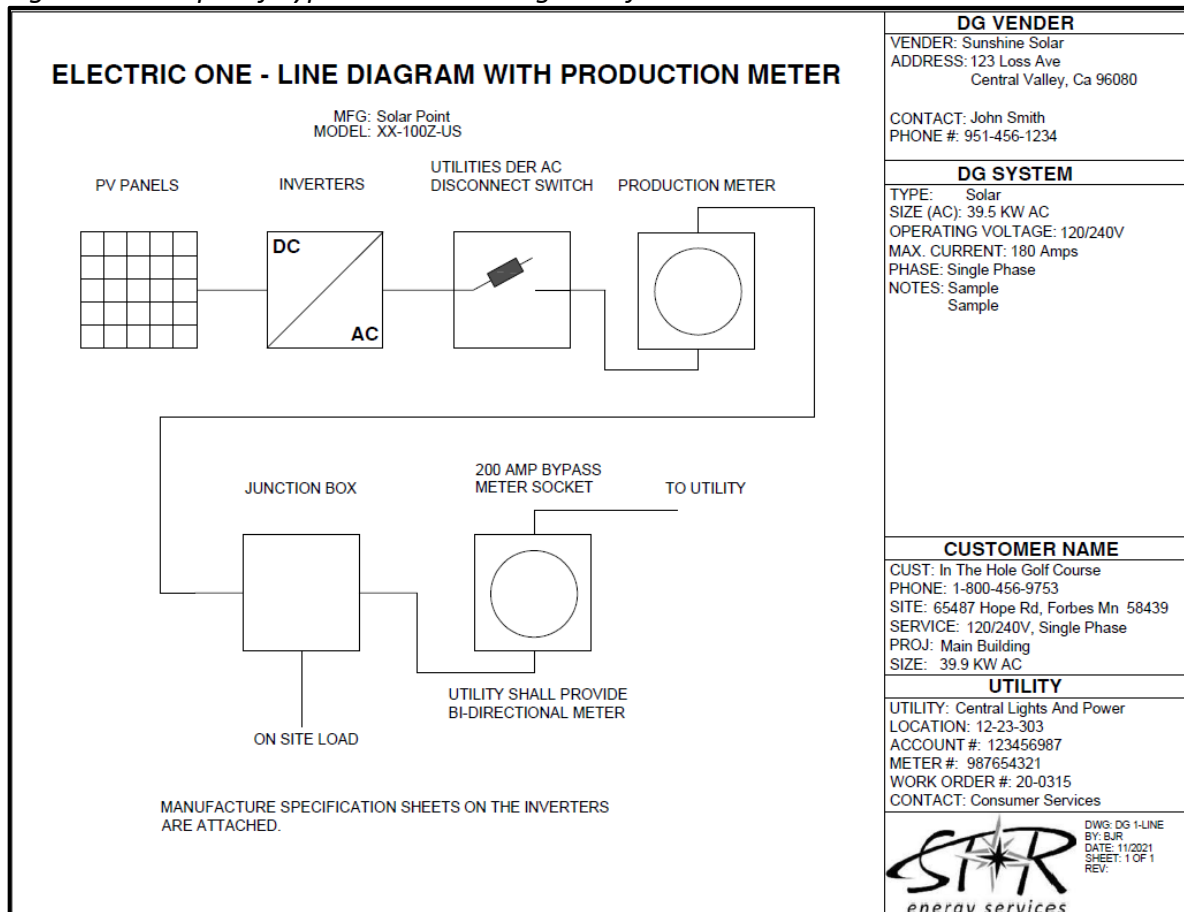


Figure 9. Example One-Line of Solar and ESS with a Common Inverter

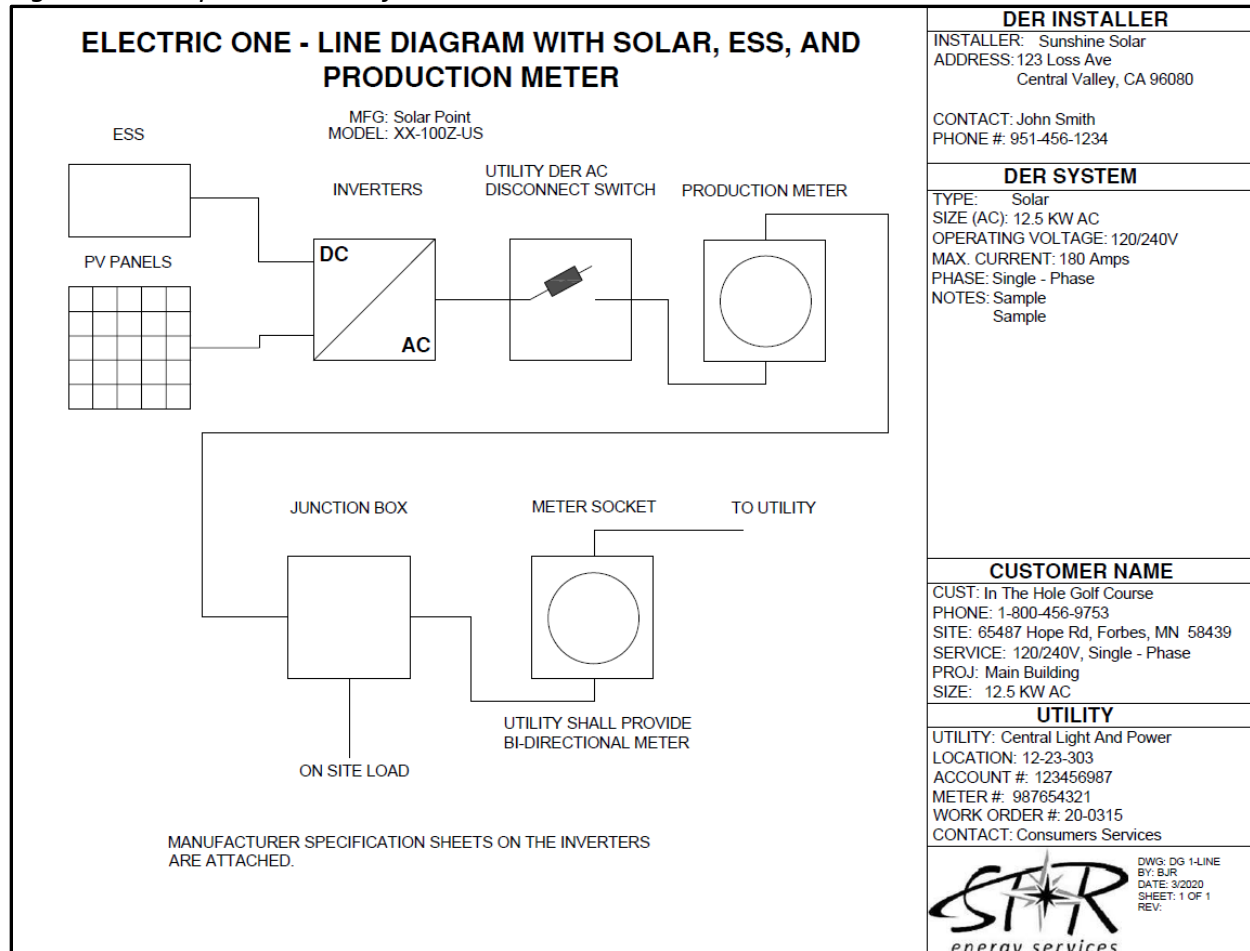


Figure 10. Example One-Line of Solar and ESS with Separate Inverters

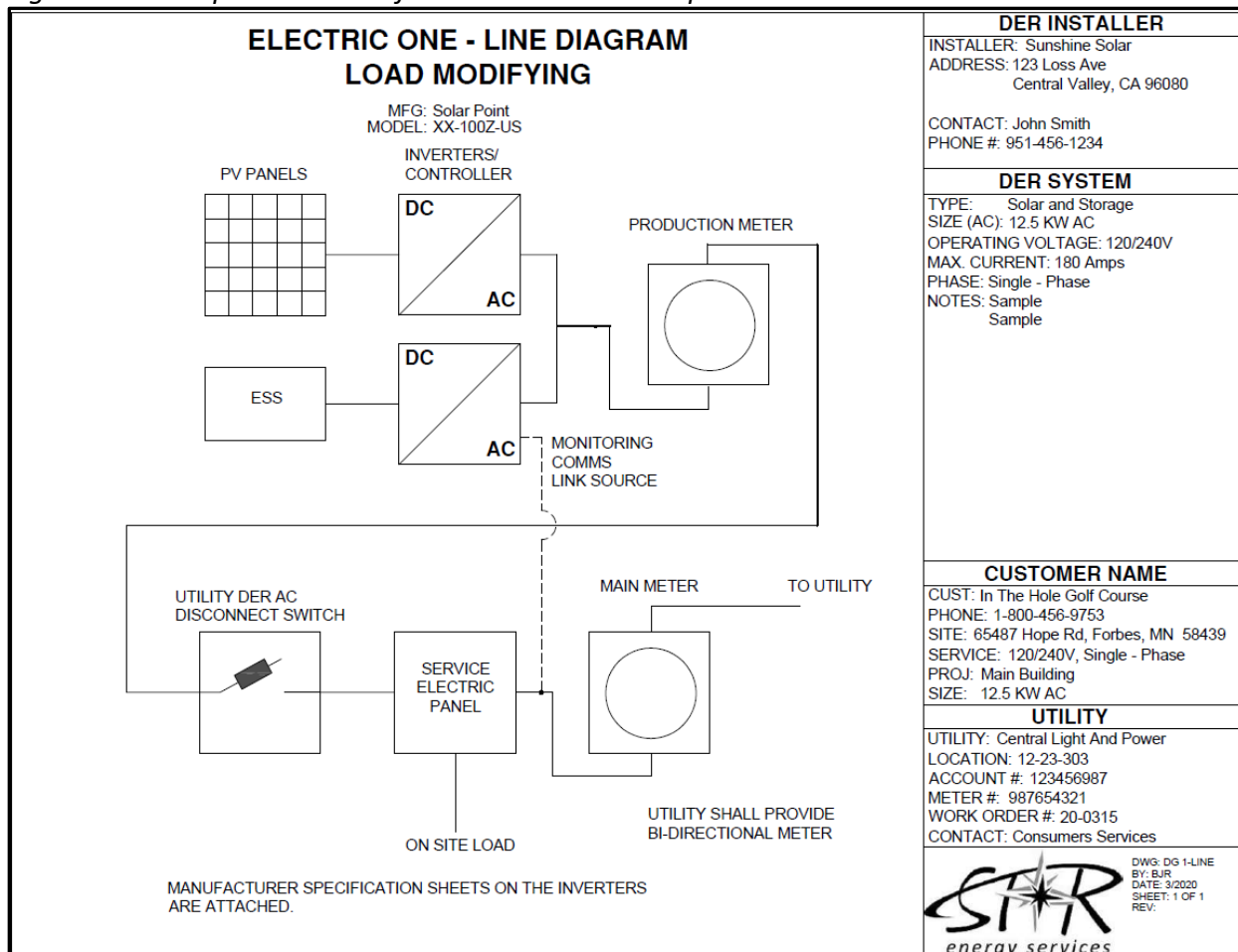


Figure 11. Example One-line for Solar and Electric Vehicle with a Common Inverter

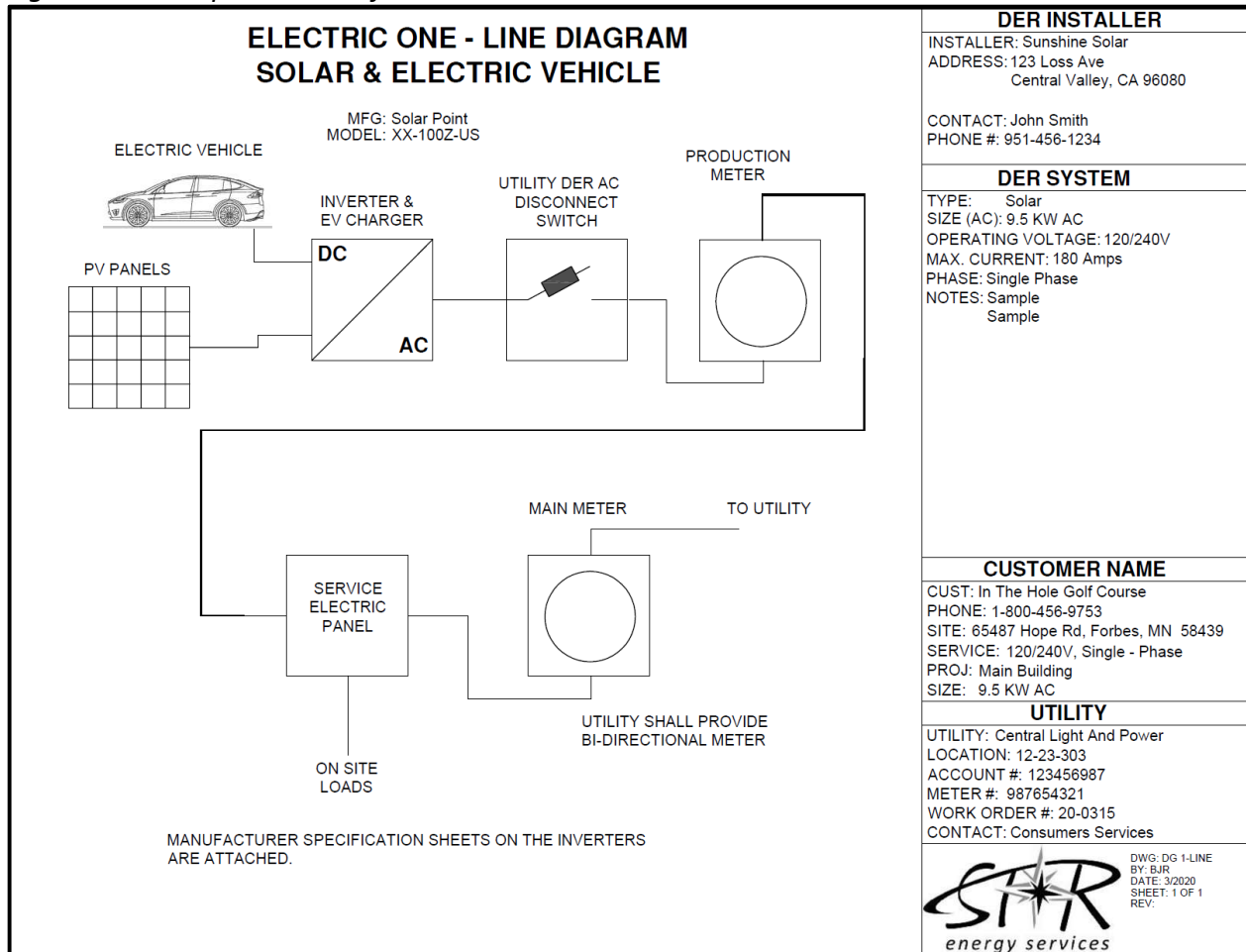
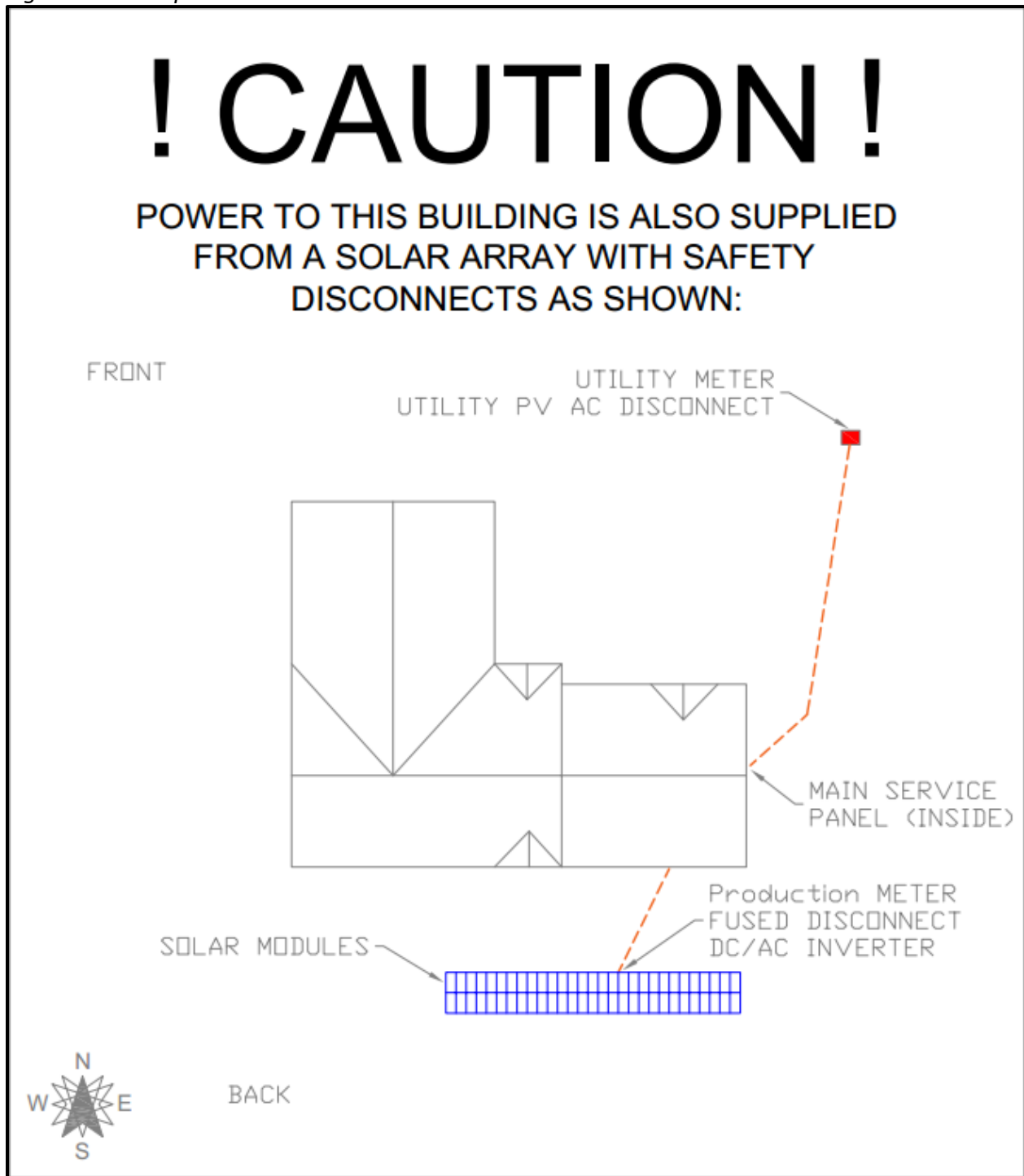


Figure 12. Example Placard



Appendix E – Example Simplified Process DER Testing Procedure

DER ENERGIZATION PROCEDURE			
Application ID		DER System Size (kW AC)	
Interconnection Customer Name		DER System Type	
Area EPS Operator		Testing Date	

Visual Verifications

YES	NO	
		Verify inverter model matches application
		Verify inverter is certified (UL 1741)
		Verify electrical inspection (yellow sticker)
		Verify correct labeling/signage
		Verify the Utility DER AC Disconnect Switch is lockable and has visual open
		Verify DER system installation matches submitted one-line drawing
		Verify metering and Utility DER AC Disconnect Switch are accessible by Area EPS Operator

Anti-Island Field Test

Step 1. The DER system shall be started in parallel with the distribution system.

Step 2. Disconnect the DER from Area EPS by opening the Utility DER AC Disconnect Switch.

YES	NO	
		Production from DER system ceased to operate (no current flowing towards the Area EPS)
		or
		DER system separated from the local load. (A turbine may still spin but no power is being produced to the load.)

Step 3. Reconnect the DER system to the Area EPS by closing the Utility DER AC Disconnect Switch.

YES	NO	
		The DER system did not parallel with Area EPS or begin to serve to local EPS load for at least 5 minutes once Utility DER AC Disconnect Switch was closed.

Step 4. Disconnect the DER from Area EPS by requesting Area EPS Operator to disconnect the Area EPS at PCC.

YES	NO	
		Production from DER system ceased to operate (no current flowing towards the Area EPS)
		or
		DER system separated from the local load. (A turbine may still spin but no power is being produced to the load.)

Energization Testing Procedure
1

Open Phase Testing: Multi-phase DER Systems Only

Step 5. Disconnect the DER from Area EPS by requesting Area EPS Operator to disconnect the Area EPS at PCC one phase at a time. (If possible, this test can be performed by the Interconnection Customer on the Local EPS at the PoC if only one DER unit.)

YES	NO	
		Phase A: Production from DER system ceased to operate (no current flowing towards the Area EPS)
		Phase B: Production from DER system ceased to operate (no current flowing towards the Area EPS)
		Phase C: Production from DER system ceased to operate (no current flowing towards the Area EPS)

Energization Test Result:	PASS FAIL
Notes:	
Documented by:	
Testing Attendees:	

Verification of Operational and Protection Settings
<i>If Certification of Completion was not provided, installer to certify inverter settings.</i>
I certify that the inverters were programmed so: • Operating Mode is set to Constant Power Factor with the power factor set to 0.98 absorbing • The Frequency Abnormal Response is set to IEEE 1547-2013 ranges • The Voltage Abnormal Response is set to IEEE 1547-2003 ranges • Dynamic Voltage Support and Volt-Watt is not active (no ride through)
Signature:

IEEE 1547-2003 Voltage Abnormal Response

Shall Trip Function	Default Setting	
	Clearing time (s)	Voltage (per unit of nominal voltage)
UV2	0.16	0.50
UV1	2.0	0.88
OV1	1.0	1.10
OV2	0.16	1.20

IEEE 1547-2003 Frequency Abnormal Response

Shall Trip Function	Default Setting	
	Clearing time (s)	Frequency (Hz)
UF1	0.16	59.3
OF1	0.16	60.5

Appendix F – DER Alteration Notification

This form is only applicable for installed DER systems that have prior approval from the Area EPS Operator to operate in extended parallel. **Changes to capacity size, type, technology or location should be applied as a new application using either the Simplified or Fast Track application forms.** This form is to inform the Area EPS Operator of changes in inverter, control system and protective device settings or the exchange of “like-for-like” DER equipment. The Area EPS Operator may determine the proposed change requires additional review to ensure the operation of the Area EPS is not detrimentally affected. The Area EPS Operator will notify the listed contact if additional details or steps are required. Contact the DER Coordinator for further information.

General Information		
Original Application ID (If known):		
Customer Account Number:		
Address of Generating Facility:		
City:	State:	Zip Code:
Existing DER System		
Current DER Type <i>(Check all that apply)</i> :		
☐ Solar Photovoltaic	☐ Wind	☐ Energy Storage
☐ Combined Heat and Power	☐ Solar Thermal	☐ Other (please specify)
Aggregate DER Capacity (the sum of nameplate capacity of all generation and storage devices at the PCC):		
kW_{ac}		kVA_{ac}
Please, in detail, explain the proposed alteration to the DER system: <i>(Example: Existing inverter was replaced with 9.8 kW AC inverter, Solar Edge Model SE-9800-US. Settings remained the same in the inverter.) (Example: Plan to utilize Time-of-Use control mode of ESS. Also updated to firmware v2.3)</i>		
Contact for Additional Questions		
Name:		
Company Name:		
Email:	Phone:	



CONTRACT

ENGINEERING CONTRACT – DER INTERCONNECTION COORDINATOR (AUTO RENEWING)

Presented to:
Thief River Falls Municipal Utilities
Thief River Falls, Minnesota 56701

Project #THIEFRIVE-21-01
November 10, 2021

STAR ENERGY SERVICES LLC
6841 POWER LANE SW
ALEXANDRIA, MINNESOTA 56308
TEL: 320.762.1697
FAX: 320.762.1479



This Contract is entered into this 10th day of November, 2021, by and between STAR Energy Services LLC, having a principal place of business at 6841 Power Lane SW, Alexandria, MN 56308 ("STAR"), and Thief River Falls Municipal Utilities, having a principal place of business at 405 3rd Street East, Thief River Falls, MN 56701 ("Customer"). STAR and Customer may each be referred to as a "Party" and collectively as the "Parties."

WHEREAS, Customer desires STAR to perform certain work on its behalf; and

WHEREAS, STAR has agreed to do such work on certain terms and conditions;

NOW THEREFORE, in consideration of the above premises, the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. DEFINITIONS

"Contract Year" means the year that runs from the date on which this Contract originally is executed until the date that is one year following the date of execution ("Anniversary Date"), and subsequent one-year periods thereafter, commencing on each Anniversary Date.

"Protected Data" means any non-public information retained or controlled by Customer or provided to STAR by Customer, including but not limited to: a) information subject to a contractual confidentiality obligation of Customer about which Customer gives STAR express written advance notice; or (b) information subject to restricted access laws or regulations of any applicable jurisdiction, such as personally identifiable information subject to the Minnesota Government Data Practices Act or similar law.

2. ADDITIONAL TERMS RELATING TO WORK

STAR and Customer further agree to the following additional terms and conditions.

a. Work

STAR shall furnish all necessary or required materials, equipment, tools, labor, and supervision to perform the work described in accordance with the specifications set forth herein.

b. Reports

STAR will report all work performed to Customer in a timely manner as mutually agreed upon.

c. Fees

Customer agrees to pay STAR's fees for all work performed and material used as set forth within this Contract or any project proposal on which the Parties may agree from time to time.



Customer agrees that STAR may periodically update its prices, and Customer agrees to pay for STAR's services in accordance with the pricing schedule published by STAR applicable to each Calendar Year. Customer shall also be responsible for paying all necessary taxes unless they provide a Tax Exemption Certificate.

d. Payment Terms

Customer shall make payments to STAR for work completed on a timely basis. STAR shall prepare and furnish Customer with monthly and/or bimonthly invoices for work completed. Interest at the rate of ten percent (10%) per annum will be added to any invoices that are not paid in full within thirty (30) calendar days from invoice date.

e. Licenses

STAR will acquire and maintain all licenses and permits necessary for completion of work and will comply with all laws about which Customer provides STAR with written notice.

f. Commencement

Work shall commence once Customer and STAR agree upon a work schedule.

3. **INSURANCE**

STAR shall maintain insurance throughout the term of the Contract covering workers' compensation, general liability, and automotive liability. This shall not cover Customer's employees. Limits shall be as follows, and Customer agrees to the adequacy of the following limits:

General Liability – each occurrence.....	\$2,000,000.00
(bodily injury and property damage combined)	
Automobile Liability – each occurrence	\$2,000,000.00
(bodily injury and property damage combined)	
Worker's Compensation and Employer's Liability:	
Each Accident.....	\$500,000.00
Disease – Policy Limit.....	\$500,000.00
Disease – Each Employee.....	\$500,000.00



4. PROTECTED DATA

To the extent, and only to the extent, that Customer gives STAR specific notice of the same, STAR agrees to abide by the specifically noticed laws and regulations pertinent to Customer, including laws related to Protected Data. STAR agrees to reasonably cooperate with Customer to assist Customer in discharging Customer's legal responsibilities, to the extent Customer notifies STAR of the same. To the extent that STAR will gain access to Protected Data through Customer, Customer will provide STAR with written advance notice of same. Absent Customer express written notices to STAR, STAR will assume that STAR does not have access to Protected Data through Customer.

5. CONFIDENTIAL INFORMATION

This section applies to Confidential Information of the Parties, and not to Confidential Information of third parties, such as Customer's customers, which may be classified as Protected Data. STAR and Customer shall maintain all proprietary and confidential information ("Confidential Information") of the other Party in confidence and shall not use it for any purpose other than the purposes contemplated by this Agreement. In order for the Parties to identify and protect Confidential Information, the Party transmitting Confidential Information shall, to the extent reasonable, label or stamp written Confidential Information with the word "Confidential" or some similar warning. In the event that Confidential Information is transmitted orally, the transmitting Party shall promptly provide a writing indicating that such oral communication constituted Confidential Information.

The Parties acknowledge that a primary purpose of this provision is to provide reasonable notice of Confidential Information so that each Party can avoid inadvertent disclosures of the other's Confidential Information. Accordingly, the failure to label or otherwise identify Confidential Information shall create a presumption that any Party disclosing such Confidential Information did not breach the confidentiality provisions of this Agreement. Failure to label or otherwise identify Confidential Information shall not, in and of itself, constitute an admission of non-confidentiality or waiver of confidential status for such Confidential Information.

6. NON-SOLICITATION

STAR and Customer agree that during the time this Contract is in effect and for a period of one (1) year after, neither of them will solicit or engage in the pursuit of employees who may have had mutual contact with both parties during the course of this project.



7. DISCLAIMER OF WARRANTY AND REPRESENTATIONS

STAR, ITS EMPLOYEES, AGENTS, AFFILIATES, AND CONTRACTORS MAKE NO WARRANTY, REPRESENTATION, OR GUARANTEE REGARDING THE WORK AND STAR HEREBY DISCLAIMS ANY AND ALL OTHER LIABILITY, REPRESENTATIONS, WARRANTIES, AND CONDITIONS, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

8. LIMITATION OF LIABILITY

STAR AND ITS EMPLOYEES, AGENTS, AFFILIATES, AND CONTRACTORS SHALL HAVE NO LIABILITY WHATSOEVER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, RELIANCE, OR CONSEQUENTIAL DAMAGES, OR FOR ANY LOST OR IMPUTED PROFITS OR REVENUES OF CUSTOMER OR CUSTOMERS OF CUSTOMER ARISING FROM OR RELATED TO THIS CONTRACT OR TO THE SERVICE(S) PROVIDED UNDER THIS CONTRACT, OR UNDER ANY OTHER AGREEMENT WITH STAR OR AS A RESULT OF ANY ERRORS, OMISSIONS, INTERRUPTIONS, BRICKING, CONNECTIVITY FAILURES, POWER FAILURES, COMPUTER VIRUSES, DATA ISSUES (DAMAGE, LOSS, CORRUPTION OR DATA BREACH), DELETION OF FILES, DEFECTS, DELAYS IN OPERATION, DELAYS OR FAILURES OF TRANSMISSION, OR ANY OTHER FAILURE OF PERFORMANCE, WHETHER OR NOT ANY SUCH EVENTS CONSTITUTE FORCE MAJEURE OR EVENTS REASONABLY BEYOND STAR'S CONTROL, OR DUE TO THEFT, OBSTRUCTION, OR OTHER EVENTS INTERRUPTING, CANCELING, OR ADVERSELY AFFECTING THE SERVICES PROVIDED BY STAR HEREUNDER, REGARDLESS OF THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS ASSERTED AND EVEN IF CUSTOMER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITY, LOSS, OR DAMAGES. STAR FURTHER MAKES NO WARRANTY AS TO THE SECURITY OF ANY DATA PROVIDED BY CUSTOMER. STAR'S TOTAL AGGREGATE LIABILITY TO CUSTOMER FOR ANY DAMAGES, LOSSES, AND CAUSES OF ACTION OF ANY KIND UNDER THIS AGREEMENT AND THE RELATED AGREEMENTS, WHETHER IN CONTRACT, TORT, OR OTHERWISE, SHALL NOT UNDER ANY CIRCUMSTANCES EXCEED THE AGGREGATE DOLLAR AMOUNT PAID BY CUSTOMER UNDER THIS CONTRACT DURING THE YEAR IN WHICH THE CLAIM AROSE, NOT TO EXCEED ONE YEAR.

9. TERM AND TERMINATION

- a. This Contract will commence on that date of its execution and will automatically renew on its Anniversary Date for successive one-year periods unless otherwise terminated by either of the Parties in accordance with this paragraph 9.
- b. Either Customer or STAR may terminate this Contract by submitting a 30-day written notice to the other Party. Customer shall be responsible for payment of all work performed and materials purchased prior to termination date.



STAR may terminate this Contract and perform no further work in the event that Customer fails to pay STAR. Customer shall have no recourse against STAR in this event, and customer shall continue to be obligated for any payments due. The provisions of Section 6 and Customer's payment obligations shall survive termination or expiration of this Contract. Customer agrees to pay for STAR's costs, including reasonable attorney's fees, in the event that STAR brings legal action to enforce Customer's payment obligations.

10. FORCE MAJEURE

STAR shall not be liable to Customer for causes or consequences beyond its reasonable control. Dates or times by which STAR is required to make performance under this Agreement shall be postponed automatically to the extent that STAR is prevented from meeting them by causes beyond its reasonable control.

11. ENTIRE CONTRACT

All of the terms and conditions to this Contract are specified herein. This Contract supersedes all prior communications, representations or contracts between the Parties, whether verbal or written, including any printed terms and conditions which may appear on work orders, purchase orders, invoices or other forms to the extent such terms are different from or inconsistent herewith.

This Contract contains the entire agreement between the Parties with respect to the subject matter hereof, and prior or collateral representations, promises or conditions in connection with or in respect to the subject matter hereof that are not incorporated herein are not binding upon either of the parties. This Contract may only be modified by an express written amendment to it.

12. SEVERABILITY

If any provision or any portion of any provision of this Contract is construed to be illegal, invalid or unenforceable, such provision or portion thereof shall be deemed stricken and deleted from this Contract to the same extent and effect as if it were never incorporated herein, but all other provisions of this Contract and the remaining portion of any provision that is construed to be illegal, invalid or unenforceable in part shall continue in full force and effect; provided that such resulting construction of the Contract does not frustrate the main purpose of the Contract.



13. DEFAULT AND WAIVER

A failure of either party to enforce at any time any term, provision, or condition of this Contract, or to exercise any right or option herein, shall in no way operate as a waiver thereof, nor shall any single or partial exercise preclude any other right or option herein; in no way whatsoever shall a waiver of any term, provision or condition of this Contract be valid unless in writing, signed by the waiving party, and only to the extent set forth in such writing.

14. NOTICES

All notices from either Party to the other hereunder will be in writing; signed by the Party giving notice; and will be deemed given when delivered personally, by courier service or when deposited in the U.S. Mail, certified or registered mail, return receipt requested, postage prepaid and properly addressed to STAR at 6841 Power Lane SW, Alexandria, Minnesota, 56308, and to Customer at the address noted above.

15. LIMIT OF AUTHORITY

Both Parties are independent contractors, and this Contract does not constitute or appoint either Party as the legal representative of the other for any purpose whatsoever. Neither Party has authority to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of the other Party, and neither Party has authority to bind the other in any manner whatsoever.

16. MODIFICATIONS

No modification, amendment, extension, renewal, rescission, termination or waiver of any of the provisions contained herein, or any future representation, promise or condition in connection with the subject matter hereof, will be binding upon either party unless in writing and signed by an authorized representative on its behalf. Provided however, that STAR reserves the right to amend Specifications and Pricing.

17. GOVERNING LAW

This Contract shall be governed by and construed and enforced in accordance with the laws of the State of Minnesota (without regard to the principles of conflicts of law embodied therein) applicable to contracts executed and performable in such state. In the event that litigation is required to settle any dispute between the Parties relating to this Contract, the litigation will be held solely in the Federal or State Court having jurisdiction over Douglas County, Minnesota. STAR and Customer hereby consent to personal jurisdiction and exclusive venue of those courts.



18. NO THIRD-PARTY BENEFICIARIES

This Contract is for the sole benefit of the Parties hereto and their assigns and nothing herein express or implied shall be construed to give to any person or entities, other than the Parties hereto and such assigns, any legal or equitable rights hereunder.

19. ASSIGNMENT AND SUBCONTRACTING

This Contract and any rights or obligations hereunder are freely assignable without the prior written consent of the other Party. In addition, STAR reserves the right to subcontract with a third party who works under STAR's supervision to fulfill STAR's obligations hereunder.

20. COUNTERPARTS

This Contract may be executed in any number of counterparts, each of which shall be deemed an original, and all of which together shall be deemed to be one and the same document.

21. AUTHORITY TO SIGN

The Parties represent that each has the full and necessary authority to enter into this Contract, and that the individuals executing this contract on behalf of a Party has the full authority to bind that Party.

STAR Energy Services LLC

Signature:  Date: November 10, 2021
Lois Croonquist, CEO

Customer

Print Name: _____ Title: _____

Signature: _____ Date: _____
Authorized Representative

The following page(s) contain the Project Details and Pricing information.



22. PROJECT DETAILS AND PRICING INFORMATION

A. STAR Energy Services LLC will act as the Thief River Falls Municipal Utilities DER Interconnection Coordinator. Included in this role STAR will:

- Assist the electric utility with maintaining appropriate interconnection process and technical requirement documentation regarding distribution energy resources.
- Interact with customers of the electric utility with their questions regarding distribution energy resources.
- Review distribution energy resource interconnection application.
- Provide guidance to the electric utility with the physical interconnection and technical requirements.
- Commission distribution energy resources to the City's distribution grid in accordance with IEEE 1547 and accepted technical specification.
- Assist with annual compliance filings to the appropriate regulatory bodies.
- Other Engineering Services as request.

B. PROJECT PRICING

		Price Per Hour*
a.	Director of Operations, PE	\$187
b.	Hourly Rate – Electrical Engineer	\$110 - \$143
c.	Engineering Technician	\$91
d.	Hourly Rate – Electrical Engineer Support Specialist	\$77.50
e.	Mileage	IRS Rate
f.	Travel Time – One Way	Hourly Rate
g.	Per Diem	\$35/day
h.	Lodging	Actual Cost

*2021 rates subject to change in 2022

CONFIDENTIALITY STATEMENT: STAR and Customer agree that the contents of this document are confidential and that they will not, at any time directly or indirectly make any independent use of, publish, or disclose to any person or organization the contents of this document.

SOFTWARE LICENSE AGREEMENT

NOVA POWER PORTAL™ (AUTO-RENEWING)

Thief River Falls Municipal Utilities
405 3rd Street East
Thief River Falls, Minnesota 56701
Project #THIEFRIVE-21-02
Transmitted on 11/10/2021



6841 Power Lane SW
Alexandria, MN 56308
Tel 320.762.1697
Fax 320.762.1479
star-energy.com

NOVA SOFTWARE LICENSE AGREEMENT

This Software License Agreement (the "Agreement"), effective as of November 10, 2021, is between STAR Energy Services LLC, 6841 Power Lane SW, Alexandria, Minnesota 56308 ("Licensor"); and Thief River Falls Municipal Utilities, located at 405 3rd Street East, Thief River Falls, Minnesota 56701 ("Licensee"). Licensor and Licensee may each be referred to as a "Party" and collectively, the "Parties."

WHEREAS, Licensor has developed software that Licensee desires to use in its business; and

WHEREAS, Licensor desires to license certain software to Licensee under certain terms and conditions.

NOW THEREFORE, in consideration of the above premises, the mutual covenants contained herein, and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. DEFINITIONS

"Code" means computer programming code of the Licensed Program, Modifications, and Enhancements, including, without limitation, Source Code and Object Code.

"Contract Year" means the year that runs from the date on which this Software License Agreement originally is executed until the date that is one year following the date of execution ("the Anniversary Date"), and subsequent one-year periods thereafter, commencing on each Anniversary Date. **All NOVA Power Portal™ software contracts will have a contract year that runs from June 17th through June 16th. For new contracts initiated during the contract year, the cost of the annual subscription will be prorated. After the initial contract year, all renewals will have a June 17th date.**

"Documentation" means any and all material that describes the design, functions, operation, and use of the Software, including, without limitation, Technical Documentation and User Documentation.

"Down Time" means that duration of time in which Licensee's computer systems or applications are temporarily unavailable for daily operations or ordinary use due solely to the Licensor's intervention.

"Enhancements" means any and all changes or additions to the Licensed Program, including new releases and versions thereof, other than Modifications, that add significant new functions to, or substantially improve performance of, the Licensed Program.

"Error" means any statement or omission in the Licensed Program, Modifications, or Enhancements that causes or results in, in the case of Software, an incorrect functioning, or, in the case of Documentation, an incomplete or incorrect statement, and that results, in either case, in a failure to comply in any material respect with the Program Specifications.

“Intellectual Property” means any and all intellectual property associated with the Licensed Program, Modifications, and Enhancements, including, without limitation, designs, formulas, procedures, methods, apparatus, ideas, creations, improvements, works of authorship, materials, processes, inventions, techniques, data, know-how, show-how, algorithms, programs, subroutines, tools, patents and patentable materials, copyrights and copyrightable materials, and trade secrets.

“Licensed Program” means any computer software program that is the subject of this Agreement, as listed on the cover page to this Agreement.

“Licensee” means Licensee and its Affiliates (“Affiliate” means any corporation or other business entity that directly or indirectly controls, is controlled by, or is under common control with, a Party).

“Licensor’s Quote” or “Quote” means a project-by-project quotation provided by Licensor of price and other terms. Terms not otherwise defined in Licensor’s Quote shall have the meanings set forth in this Agreement if the Quote is executed during the Services Term; Quotes executed after the Services Term shall be governed by Licensor’s then-current standard services terms and policies as set forth in its website or as otherwise promulgated generally to its then-current clients.

“Maintenance Services” means the specific Services consisting of corrections and revisions, and as are more fully described in the Services Agreement.

“Modifications” means any and all changes or additions to the Licensed Program, other than Enhancements, that correct Errors therein or support new releases thereof.

“Program Specifications” means the description of the design, features, functions and operations of the Licensed Program, Modifications and Enhancements.

“Protected Data” means any non-public information retained or controlled by Licensee or provided to Licensor by Licensee, including but not limited to: a) information subject to a contractual confidentiality obligation of Licensee about which Licensee gives Licensor express written advance notice; or (b) information subject to restricted access laws or regulations of any applicable jurisdiction, such as personally identifiable information subject to the Minnesota Government Data Practices Act or similar law.

“Reimbursable Expenses” means all travel and related expenses actually incurred by Licensor for Support requested by Licensee after completion of the initial installation of the Software.

“Reverse Engineer” means, without limitation, any act of reverse engineering, translating, disassembling, decompiling, decrypting or deconstructing (including any aspect of “dumping of RAM/ROM or persistent storage,” “cable or wireless link sniffing,” or “black box” reverse engineering) data, Software (including interfaces, protocols, and any other data included in or used in conjunction with programs that may or may not technically be considered software code), service, or hardware or any method or process of obtaining or converting any information, data or Software from one form into a human-readable form.

“Royalty” means Licensee’s payment to Licensor for use of the Software.

“Run-time Software” means the run-time version of the Licensed Program. The run-time version of the Licensed Program can be used on multiple computers without requiring a separate license from Licensor for each computer.

“Services” means the specific services that Licensor provides to Licensee, as more fully outlined in the Services Agreement, the fees for which are reflected in the Fee Schedule.

“Software” means the Licensed Program, Modifications, and Enhancements, in electronic form, including, but not limited to, Code, screens, user interfaces, report formats, templates, menus, database structure, and icons.

“Source Code” means the human-readable form of the computer programming code of the Licensed Program, Modifications, and Enhancements, including all comments and any procedural code such as job control language statements.

“Support” means assistance with the Software related to ordinary course of business use, and excludes support related to upgrades, changes in hardware, and other non-ordinary course uses.

“Technical Documentation” means any and all text material that describes the design and function of the Software, including, without limitation, Program Specifications, functional requirements, logic manuals, flow charts, schematics, statements of principles of operations, and architecture standards describing the data flows, data structures, and control logic of the Software.

“Third Party Product” means software or other technology owned by a third party that is or will be incorporated into or can reasonably be foreseen as likely to be used in connection with the Licensed Program, Modifications or Enhancement(s). Licensor bears no risk and takes no responsibility for any claims of intellectual property infringement or misappropriation related to Third Party Product.

“User Documentation” means any and all text material that describes the functions, operation, and use of the Software, including, without limitation, installation guides, user manuals, training materials, release notes, and working papers, and that is reasonably necessary for the operation of the Software by Licensee as contemplated hereunder.

2. LICENSE AND LICENSE RESTRICTIONS

2.1 Grant

For each Contract Year in which a Services Agreement is in effect between Licensors and Licensee, Licensors hereby grants to Licensee a non-exclusive license to use and operate the Software for Licensee's ordinary business purposes.

2.2 Scope

Licensee may use the Software on any personal computers (including laptops, notebooks or the like), owned or controlled by Licensee for Licensee's own direct benefit only. Licensee may not use the Software in connection with the development of any product for any third parties, and, except with respect to the Run-time Software as stated herein, may not allow any third parties to have access to or use of the Software except on Licensee's behalf.

2.3 Restrictions

Except as otherwise permitted herein, Licensee shall not, and shall not permit anyone else to (a) copy the Software; (b) alter, amend, change, modify, hack decompile or Reverse Engineer the Software, including any portion thereof; (c) remove any copyright or other proprietary notices from the Software; (d) distribute, sell, assign, lease or otherwise transfer the Software, including any portion thereof. Licensee shall take reasonable measures to maintain the security of the Software and the information contained therein.

2.4 Protected Data

To the extent that the Software is being employed by Licensee to store or manipulate Protected Data, Licensee agrees to abide by all legal, regulatory, and contractual obligations relating to such Protected Data, including but not limited to the Minnesota Government Data Practices Act or similar law that governs the jurisdiction in which Licensee operates. To the extent that Licensors will gain access to Protected Data through Licensee, Licensee will provide Licensors with written advance notice of same. Absent express written notices from Licensee, Licensors will assume that Licensors does not have access to Protected Data through Licensee.

2.5 Fees

Licensee agrees to pay Licensors a one-time, lump-sum fee of \$0 at the time of execution of this Software License Agreement. Licensee's purchase of ongoing maintenance and support as outlined in the Services Agreement is a required condition of maintaining the license granted herein.

Fees for ongoing maintenance and support for the first Contract Year are contained in the attached Fee Schedule. Customer agrees that STAR may periodically update its prices, and Customer agrees to pay the prices in accordance with the pricing schedule published by STAR applicable to each Calendar Year. The terms and conditions of the Services Agreement and each Calendar Year Fee Schedule are incorporated herein by reference.

3. DELIVERY

3.1 Initial Deliverables

Licensor shall deliver to Licensee the following ("Initial Deliverables") by the delivery date as mutually agreed upon between Licensor and Licensee:

3.1.1 One (1) full copy of the User Documentation for each Licensed Program

3.1.2 One (1) full version of each Licensed Program

3.2 Modifications and Enhancements

3.2.1 At no charge to Licensee, Licensor shall deliver to Licensee Modifications to the Licensed Program. It is Licensor's sole discretion as to whether and when to release a Modification.

3.2.2 Unless otherwise agreed in the Program Specifications or by Quote, Enhancements implemented and created by Licensor after completion of the Initial Deliverables are subject to the Services Agreement and the Fee Schedule.

4. ONGOING SERVICE

4.1 Consulting Services

Licensor shall provide to Licensee the consulting services needed to install the Licensed Program and any Enhancements so that the same perform according to the Licensed Program. These consulting services are subject to the Services Agreement and the Fee Schedule.

4.2 Maintenance Services

Maintenance Services must be maintained. The Maintenance Services term shall be one year, and shall begin on the Contract Year and renew thereafter for successive one-year periods. Maintenance Services are subject to the Services Agreement and Fee Schedule.

4.3 Use and Training

Licensee shall limit the use of the Software to its employees. Licensor shall make training for the Software available to Licensee. For the first year, training shall be provided at Licensee's address as stated above. Use and Training services are subject to the Services Agreement and the Fee Schedule.

4.4 Workmanship

Licensor agrees that its employees and the employees of its agents will perform their functions in a professional, workmanlike manner and will use their best efforts not to interfere with or cause any interruption in the performance of the regular day-to-day duties of Licensee's employees. Licensee understands that installation, downloading, configuration, upgrading, or modification of any large-scale software system will involve some Down Time. Accordingly, Licensee agrees that Licensor (and its employees and agents) may temporarily disrupt the operation of Licensee's computer system during the installation, downloading, configuration, upgrading, or modification of the Software into Licensee's computer system, and Licensee shall have no recourse against Licensee for Down Time. Licensor agrees to use its best reasonable efforts to minimize the Down Time.

4.5 Regulations Pertinent to Licensee

To the extent, and only to the extent, that Licensee gives Licensor specific notice of the same, Licensor agrees to abide by the specifically noticed laws and regulations pertinent to Licensee. In such case, Licensor agrees to reasonably cooperate with Licensee to assist Licensee in discharging Licensee's legal responsibilities.

4.6 Taxes

Licensee shall, in addition to the other amounts payable under this License Agreement, pay all sales and other taxes, federal, state, or otherwise, however designated, which are levied or imposed by reason of the transactions contemplated by this License Agreement, but not including taxes ordinarily borne by a Licensor (including particularly taxes on Licensor's income attributable to the Royalty). Without limiting the foregoing, Licensee shall promptly pay to Licensor an amount equal to any such items actually paid, or required to be collected or paid by Licensor.

4.7 Hardware Requirements

Licensee shall make available for the Software implementation, at each location, computer equipment and software configurations approved by Licensor as adequate for such implementation at such location.

4.8 Licensed Locations

Licensee shall use the Software only as specified in Section 2.2.

4.9 Cooperation

Both Licensor and Licensee acknowledge that successful implementation of the Software pursuant to this License Agreement shall require their mutual good faith cooperation, and each Party acknowledges that it shall timely fulfill its responsibilities, including but not limited to the terms and spirit set forth in this Agreement. In addition, Licensee agrees to provide secure access to facilitate remote service work.

4.10 Licensee's Payments

If the Royalty, Fees, or any Reimbursable Expenses are not paid within 30 days after Licensor submits to Licensee its standard invoice, then Licensee agrees to pay Licensor interest on the unpaid balance at the rate of 1% per month.

4.11 Other

Upon Licensee's request, Licensor will supply to Licensee the name and contact information of the person most familiar with the Licensed Program.

5. **PROPRIETARY RIGHTS**

5.1 Ownership

Notwithstanding the license granted under Section 2.1, Licensor owns and retains all of its ownership and license rights in the Software, Code, Documentation, (including, without limitation, all Intellectual Property). All applicable rights to patents, copyrights, trademarks and trade secrets in the Software or any Modifications, or any Enhancements, even those made at Licensee's request, are and shall remain in Licensor.

5.2 Treatment of Confidential Information

This section applies to Confidential Information of the Parties, and not to Confidential Information of third parties, such as Licensor's customers, which may be classified as Protected Data.

Licensee and Licensor shall maintain all proprietary and confidential information (“Confidential Information”) of the other Party in confidence and shall not use it for any purpose other than the purposes contemplated by this Agreement. In order for the Parties to identify and protect Confidential Information, the Party transmitting Confidential Information shall, to the extent reasonable, label or stamp written Confidential Information with the word “Confidential” or some similar warning. In the event that Confidential Information is transmitted orally, the transmitting Party shall promptly provide a writing indicating that such oral communication constituted Confidential Information.

The Parties acknowledge that a primary purpose of this provision is to provide reasonable notice of Confidential Information so that each Party can avoid inadvertent disclosures of the other’s Confidential Information. Accordingly, the failure to label or otherwise identify Confidential Information shall create a presumption that any Party disclosing such Confidential Information did not breach the confidentiality provisions of this Agreement. Failure to label or otherwise identify Confidential Information shall not, in and of itself, constitute an admission of non-confidentiality or waiver of confidential status for such Confidential Information.

It is expressly understood, without the need for marking or labeling, that Licensor has or will transmit Confidential Information to the Licensee pursuant to this License Agreement in the form of any or all of the following: Code, Documentation, Enhancements, Intellectual Property, Licensed Program, Modifications, Program Specifications, Run-Time Software, Software, Source Code, Technical Documentation and/or User Documentation.

6. LIABILITY AND DISCLAIMERS

6.1 Third Party Infringement

To the best of Licensor’s knowledge:

- 6.1.1 It has, or shall have obtained, all the licenses and authorizations of which Licensor is aware to sublicense to Licensee any Third-Party Product (whether software or other technology owned by a third party) that Licensor has or will incorporate into or in connection with the Software and the terms of any such licenses and authorizations are or will be at least for the term of this Agreement.

6.1.2 In the event that a third party makes a claim of infringement or misappropriation of any patent right, copyright, trade secret, or other intellectual property right related to Licensor's Software, then Licensor will, at Licensor's sole option and expense, perform any, or any combination, of the following: (a) defend or, at its option, settle any claim against Licensee based upon a claim that Licensee's use of the Software infringes or misappropriates any patent, copyright, trade secret or other intellectual property right of any third party; (b) procure for Licensee the right to continue to use the Software; or (c) replace or modify the Software so that the Software avoids the infringement or misappropriation claim.

This Section 6.1 applies only to Licensor's responsibilities directly related to the Licensor's Software and Licensor bears no responsibility and takes no risk as to any claims of intellectual property infringement or misappropriation of a Third Party Product which Licensee uses in connection with or otherwise relates to Licensor's Software.

6.1.3 If a Third Party makes a claim of intellectual property infringement against Licensor that is related to Licensee, but not specifically directed at Licensor's Software, then Licensee agrees to defend, indemnify and hold Licensor harmless from and against any and all damages, liabilities, costs and expenses Licensor incurs relating to same.

6.2 Disclaimer of Warranty and Representations

THE SOFTWARE IS PROVIDED ON AN "AS IS" BASIS. LICENSOR, ITS EMPLOYEES, AGENTS, AFFILIATES, AND CONTRACTORS MAKE NO WARRANTY, REPRESENTATION, OR GUARANTEE REGARDING THE USE OR AVAILABILITY OF THE SOFTWARE AND LICENSOR HEREBY DISCLAIMS ANY AND ALL LIABILITY, REPRESENTATIONS, WARRANTIES, AND CONDITIONS, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NONINFRINGEMENT OF THIRD-PARTY RIGHTS.

6.3 Limitation of Liability

LICENSOR AND ITS EMPLOYEES, AGENTS, AFFILIATES, AND CONTRACTORS SHALL HAVE NO LIABILITY WHATSOEVER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, RELIANCE, OR CONSEQUENTIAL DAMAGES, OR FOR ANY LOST OR IMPUTED PROFITS OR REVENUES OF LICENSEE OR CUSTOMERS OF LICENSEE ARISING FROM OR RELATED TO THIS AGREEMENT OR TO THE SERVICE(S) PROVIDED UNDER THE SERVICES AGREEMENT, OR UNDER ANY OTHER AGREEMENT WITH LICENSEE OR AS A RESULT OF ANY ERRORS, OMISSIONS, INTERRUPTIONS, BRICKING, CONNECTIVITY FAILURES, POWER FAILURES,

COMPUTER VIRUSES, DATA ISSUES (DAMAGE, LOSS, CORRUPTION, OR DATA BREACH), DELETION OF FILES, DEFECTS, DELAYS IN OPERATION, DELAYS OR FAILURES OF TRANSMISSION, OR ANY OTHER FAILURE OF PERFORMANCE, WHETHER OR NOT ANY SUCH EVENTS CONSTITUTE FORCE MAJEURE OR EVENTS REASONABLY BEYOND LICENSOR'S CONTROL, OR DUE TO THEFT, OBSTRUCTION, OR OTHER EVENTS INTERRUPTING, CANCELING, OR ADVERSELY AFFECTING THE SERVICES PROVIDED BY LICENSOR HEREUNDER, REGARDLESS OF THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS ASSERTED AND EVEN IF LICENSEE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LIABILITY, LOSS, OR DAMAGES. LICENSOR FURTHER MAKES NO WARRANTY AS TO THE SECURITY OF ANY DATA PROVIDED BY LICENSEE. LICENSOR'S TOTAL AGGREGATE LIABILITY TO LICENSEE FOR ANY DAMAGES, LOSSES, AND CAUSES OF ACTION OF ANY KIND UNDER THIS AGREEMENT AND THE RELATED AGREEMENTS, WHETHER IN CONTRACT, TORT, OR OTHERWISE, SHALL NOT UNDER ANY CIRCUMSTANCES EXCEED THE AGGREGATE DOLLAR AMOUNT PAID BY CUSTOMER UNDER THIS CONTRACT DURING THE YEAR IN WHICH THE CLAIM AROSE, NOT TO EXCEED ONE YEAR.

6.4 Licensee's Responsibilities

- 6.4.1 The Licensee MUST notify Licensor within 60 days if it becomes aware of a defect in the Software.
- 6.4.2 Licensee is solely responsible for Licensee's Computer System, which includes Licensee's computers, hardware of any kind, firmware, networks, network cards, and the data stored on Licensee's Computer System. Licensee agrees to take all appropriate steps to maintain reasonable security over its systems on which the Software runs, and Licensee agrees that Licensee is solely responsible for the security of its systems. Licensee further agrees to preserve and back-up its data. Licensor shall not be responsible for any business interruption resulting from ordinary crashes or Down Time.
- 6.4.3 Licensor stresses that it cannot be held responsible for factors outside of its exclusive control, such as (i) failures, defects or limitations of Licensee's Computer System; (ii) corruption of Licensee's data; (iii) errors caused by or resulting from the intervention of third parties not under Licensor's direct, exclusive control; (iv) user error; or (v) Acts of God.

7. TERM AND TERMINATION

7.1 Term

This Agreement commences on the date originally executed and, unless terminated by one of the Parties, automatically renews for successive one-year terms on June 17th, for as many Contract Years as Licensee is maintaining and paying for Maintenance Services pursuant to the Services Agreement and Contract Year Fee Schedule.

7.2 Termination

If Licensee shall:

- 7.2.1 fail to make any payment when due to Licensor as required by this Agreement or the related Services Agreement or Fee Schedule (curable default);
- 7.2.2 default in the performance of any covenant, term or provision of this Agreement regarding confidentiality (non-curable default);
- 7.2.3 make an unauthorized use, copy, or modification of the Licensed Program, or transfer possession of any copy of the Licensed Program to any third party, other than as contemplated under this Agreement or as otherwise authorized in writing by Licensor (non-curable default);

then upon the occurrence of any of the foregoing curable default events, Licensor may, at its option, provide written notice of such failure or default to Licensee, whereupon Licensee shall have up to 30 days to correct said failure or default (time for cure, if any, will be specified in the notice letter). Upon failure of Licensee to correct said failure or default within the specified number of days of receipt of said written notice, Licensor may provide written notice of termination to Licensee, whereupon all rights and privileges under this Agreement shall terminate. Upon the occurrence of any of the foregoing non-curable default events, Licensor may immediately terminate the license with no notice to and no right to cure by Licensee.

Within five (5) days after termination of the license(s), Licensee will return to Licensor the Software in the form provided by Licensor or as modified by the Licensee, or Licensor will terminate Licensee's access to the Software, or, upon request by Licensor, Licensee shall destroy the Software and all copies, and certify in writing that they have been destroyed and that the Software has been uninstalled from all devices on which the Software had been installed. Termination under this paragraph shall not relieve Licensee of its obligations regarding confidentiality.

Licensee agrees that Licensors is not liable to Licensee as a result of termination, and Licensee shall have no recourse against Licensors, including but not limited to legal, financial or otherwise, and Licensee shall have no right to bring an action for monetary damages or injunctive relief or other remedy.

Without limiting any of the above provisions, in the event of termination as a result of the Licensee's failure to pay, Licensee shall continue to be obligated for any payments due. Licensee agrees to pay for STAR's costs, including reasonable attorney's fees, in the event that STAR brings legal action to enforce customer's payment obligations.

7.3 Termination By Licensee

Licensee may terminate this Agreement upon Licensors's breach of the obligations in Section 6, or upon Licensors's breach of this Agreement when such breach is not cured within 30 days of notice of such breach.

The Licensee may terminate this Agreement upon 60 days written notice to the Licensors.

8. MISCELLANEOUS

8.1 Governing Law

This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Minnesota (without regard to the principles of conflicts of law embodied therein) applicable to contracts executed and performable in such state. In the event that litigation is required to settle any dispute between the Parties relating to this Agreement, the litigation will be held solely in the Federal or State Court having jurisdiction over Douglas County, Minnesota. Licensors and Licensee hereby consent to personal jurisdiction and exclusive venue of those courts.

8.2 Severability

If any provision or any portion of any provision of this Agreement is construed to be illegal, invalid or unenforceable, such provision or portion thereof shall be deemed stricken and deleted from this Agreement to the same extent and effect as if it were never incorporated herein, but all other provisions of this Agreement and the remaining portion of any provision that is construed to be illegal, invalid or unenforceable in part shall continue in full force and effect; provided that such resulting construction of the Agreement does not frustrate the main purpose of the Agreement.

8.3 Entire Agreement

All of the terms and conditions to this Agreement are specified herein. This Agreement supersedes all prior communications, representations or contracts between the Parties, whether verbal or written, including any printed terms and conditions which may appear on work orders, purchase orders, invoices or other forms to the extent such terms are different from or inconsistent herewith.

This Agreement contains the entire agreement between the Parties with respect to the subject matter hereof, and prior or collateral representations, promises or conditions in connection with or in respect to the subject matter hereof that are not incorporated herein are not binding upon either of the parties. This Agreement may only be modified by an express written amendment to it.

8.4 Survival

The provisions of Section 5 as well as Licensee's payment obligations shall survive termination or expiration of the Agreement.

8.5 No Third-Party Beneficiaries

This Agreement is for the sole benefit of the Parties hereto and their assigns and nothing herein express or implied shall be construed to give to any person or entities, other than the Parties hereto and such assigns, any legal or equitable rights hereunder.

8.6 Successors and Assigns; Change of Control

All the terms and conditions of this Agreement are binding upon and inure to the benefit of the parties hereto, their successors (including without limitation successors by change of name or merger), legal representatives and permitted assigns. Licensee may transfer, lease, assign or sublicense its entire right, interest and obligation hereunder to any third party who enters into a substitute version of this Agreement with Licensor's express written consent, provided, however, that such assignment shall impose no additional duties, costs, or expenses upon Licensor and that Licensor shall be given 90 days advance notice of such assignment.

8.7 No Relationship Between the Parties

Neither party shall represent itself as the agent or legal representative of the other or as joint ventures for any purpose whatsoever, and neither shall have any right to create or assume any obligations of any kind, express or implied, for or on behalf of the other in any way whatsoever. No party is a fiduciary of the other.

8.8 Non-Waiver

A failure of either party to enforce at any time any term, provision, or condition of this Agreement, or to exercise any right or option herein, shall in no way operate as a waiver thereof, nor shall any single or partial exercise preclude any other right or option herein; in no way whatsoever shall a waiver of any term, provision or condition of this Agreement be valid unless in writing, signed by the waiving party, and only to the extent set forth in such writing.

8.9 Facilities Management and Data Loss Recovery

Nothing express or implied in this Agreement shall prevent Licensee from: (1) allowing duly authorized agents of Licensee to access and utilize the Licensed Program to manage Licensee's computer, LAN or other information technology facilities to conduct data loss recovery or facilities management services or (2) temporarily transferring such Licensed Program to the offices of such agents in facilitation of such purposes.

8.10 Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and all of which together shall be deemed to be one and the same instrument.

8.11 Force Majeure

Neither party shall be liable to the other for causes or consequences beyond its reasonable control. Dates or times by which Licensor is required to make performance under this license shall be postponed automatically to the extent that Licensor is prevented from meeting them by causes beyond its reasonable control.

8.12 Authority to Sign

The Parties represent that each has the full and necessary authority to enter into this Agreement, and that the individual executing this Agreement on behalf of a Party has the full authority to bind that Party.

8.13 Notices

All notices from either Party to the other hereunder will be in writing; signed by the Party giving notice; and will be deemed given when delivered personally, by courier service or when deposited in the U.S. Mail, certified or registered mail, return receipt requested, postage prepaid and properly addressed to Licensor, STAR Energy Services LLC at 6841 Power Lane SW, Alexandria, Minnesota, 56308, and to Licensee at the address noted above.

IN WITNESS THEREOF, Licensor and Licensee have caused this Agreement to be signed and delivered, all as of the date first herein above written.

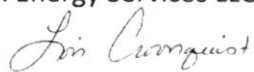
LICENSOR

LICENSEE

STAR Energy Services LLC

Thief River Falls Municipal Utilities

By



Signature

Lois Croonquist, CEO

Print Name

Date November 10, 2021

Date

NOVA SERVICES AGREEMENT

This Services Agreement supplements the Software License Agreement for NOVA Power Portal™ entered into between STAR Energy Services LLC, 6841 Power Lane SW, Alexandria, Minnesota 56308 ("Licensor"); and Thief River Falls Municipal Utilities, located at 405 3rd Street East, Thief River Falls, Minnesota, 56701 ("Licensee"). Licensor and Licensee may each be referred to as a "Party" and collectively, the "Parties."

1. TERMS OF SOFTWARE AGREEMENT APPLY

The definitions, terms and conditions of the Software License Agreement between the Parties are incorporated herein by reference, as if fully restated herein. In the event of conflict between the terms of this Agreement and the terms of the Software License Agreement, the terms of the Software License Agreement shall control.

2. TERM

This Agreement commences on its date of execution and renews automatically for successive one-year terms on its Anniversary Date, unless otherwise terminated by one of the Parties. **All NOVA Power Portal™ software contracts will have a contract year that runs from June 17th through June 16th. For new contracts initiated during the contract year, the cost of the annual subscription will be prorated. After the initial contract year, all renewals will have a June 17th date, unless terminated by one of the parties.**

3. MAINTENANCE SERVICES

Licensee must maintain and pay for Maintenance Services during each Contract Year in accordance with the fees published by STAR applicable to the given Contract Year. If Licensee does not remit payment for the Maintenance Services Fee by the due date, Licensor may suspend performance of the Maintenance Services terminate the Software license, or take other action at Licensor's sole discretion, until amount due is paid in full.

Maintenance Services Fees will continue to accrue during any suspension of Maintenance Services. When the amount due is paid in full, Licensee must also pay any additional fees due for the remainder of the current Contract Year and/or any fees due for the subsequent Contract Year. The Maintenance Services Fee may not be increased during any particular Contract Year, but the Maintenance Services Fee may be increased for any subsequent Contract Year.

4. USE AND TRAINING

Licensee may arrange for Licensor to provide, and Licensor will provide, additional training and support related to the Software. Fees for additional training and support are provided in the Fee Schedule for the given Contract Year.

5. **CONSULTING SERVICES**

Licensor shall provide to Licensee the consulting services needed to install the Licensed Program, and any Modifications or Enhancements on Licensee's Systems. Fees for Consulting Services are provided in the Fee Schedule for the given Contract Year.

6. **PAYMENT**

If any fee due under this Services Agreement is not paid within 30 days after Licensor submits to Licensee its standard invoice, then Licensee agrees to pay Licensor interest on the unpaid balance at the rate of 1% per month. In addition, Licensor retains its option of termination as set forth in the Software License Agreement.

7. **EXCLUSIONS**

Licensor is not responsible for any unavailability, suspension or termination of the Software: (i) that results from a suspension from a cloud service provider; (ii) caused by factors outside of Licensor's reasonable control, including any force majeure event or Internet access or related problems; (iii) that result from any actions or inactions of Licensee or any third party; (iv) that result from Licensee's equipment, Internet connectivity or other network connectivity, software or other technology, or third party equipment, software or other technology; and (v) agreed upon scheduled Down Time for maintenance of the Software. If availability is impacted by factors other than those explicitly listed in this Agreement, Licensor may issue a service credit considering such factors in its sole discretion.

8. **TERMINATION**

Termination of this Services Agreement is governed by Section 7.2 of the related Software License Agreement.

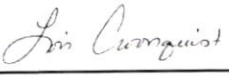
IN WITNESS THEREOF, Licensor and Licensee have caused this Agreement to be signed and delivered, all as of the date last written below.

LICENSOR

LICENSEE

STAR Energy Services LLC

Thief River Falls Municipal Utilities

By 
Lois Croonquist, CEO

Signature _____

Print Name _____

Date November 10, 2021

Date _____

NOVA FEE SCHEDULE - 2021

The following **NOVA POWER PORTAL™ (AUTO-RENEWING)** maintenance fee is in effect for any Fee and Support Agreement that renews during calendar year **2021**, and will govern for that Fee and Support Agreement until the next Contract Year renewal. The definitions, terms and conditions of the Software License Agreement and the Fee and Support Agreement between the Parties are incorporated herein by reference, as if fully restated herein.

1. Contract Year Maintenance Service and Fees

NOVA Power Portal™:

Includes 25 online applications - \$2,000

Additional Costs:

- After 25 applications, a fee of \$800 will be charged for an additional block of 25 applications.
- After 50 applications, a fee of \$800 will be charged for an additional block of 25 applications.
- After 75 applications, a per application fee will be implemented as follows:
 - A fee of \$20 will be charged for each application between 76-300
 - A fee of \$15 will be charged for each application over 300

All NOVA Power Portal™ software contracts will have a contract year that runs June 17th through June 16th. For new contracts initiated during the contract year, the cost of the annual subscription will be prorated. After the initial contract year, all renewals will have a June 17th date.

STAR Energy Services has partnered with a secure third-party payment gateway to collect application fees. All subscribers for NOVA Power Portal™ will be required to have an online payment account (connected to STAR's authorized account with the payment gateway) for the collection of application fees on behalf of the Utility customer. Transaction and processing fees associated with the online payment account are automatically deducted from the application fee. The current fee is approximately 2.9% plus \$.30 for each transaction. The third-party payment gateway fees are subject to change.

2. Hourly Rate – Support, Training, and/or Consulting

The hourly rate for Maintenance Services in effect – Director or Technology - \$187*

The hourly rate for Maintenance Services in effect - Senior Software Developer - \$143*

*2021 subject to change in 2022



City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 12/21/2021

SUBJECT: Cybersecurity Policy

RECOMMENDATION: It is respectfully requested the Council consider the following policy:

MOTION TO: Approve a Cybersecurity Policy for the City of Thief River Falls

BACKGROUND: The City of Thief River Falls presently does not have a cybersecurity policy.

KEY ISSUES: The City of Thief River Falls Cybersecurity policy is a concise set of security policies that provide the security framework upon which all subsequent security efforts will be based. They define the appropriate and authorized behavior for personnel approved to use the City of Thief River Falls information assets. This policy will replace the existing MIS Policy and should be reviewed annually.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Specialist

ATTACHMENTS:

1.	City of Thief River Falls Cybersecurity Policy
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City of Thief River Falls Information Security Policy



Issued by:
City of Thief River Falls Administration
Version 1.1 Dated: December 21, 2021

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PURPOSE OF THE CYBER SECURITY POLICY

The City of Thief River Falls Cyber Security Policy forms the foundation of the corporate Information Security Program. Information security policies are the principles that direct managerial decision-making and facilitate secure business operations. A concise set of security policies enables the IT department to manage the security of information assets and maintain accountability. These policies provide the security framework upon which all subsequent security efforts will be based. They define the appropriate and authorized behavior for personnel approved to use City of Thief River Falls information assets.

APPLICABILITY

The City of Thief River Falls Cyber Security Policy applies to all employees, council members, interns, contractors, vendors, and anyone using City of Thief River Falls assets. Policies are the organizational mechanism used to manage the confidentiality, integrity, and availability issues associated with information assets. Information assets are defined as any information system (hardware or software), data, networks, and components owned or leased by the City of Thief River Falls or its designated representatives.

SCOPE

The overall objective is to guard the City of Thief River Falls' vital electronic data resources that contain confidential employee records, payroll information, customer information, and much more. All these records are stored in electronic data systems and must be treated in a manner consistent with current best practices to ensure their confidentiality, integrity, and availability.

This document strives to define methodologies to support the three essential principles for guarding electronic data systems:

- Confidentiality
 - Ensuring that only authorized users can access confidential or sensitive information. By precisely defining groups of users, and regularly auditing the accuracy and consistency of those groups, we can limit and control who has access to which data. Through a variety of policies, practices, and systems, we work to ensure that only those who are authorized will access any given data resource.
- Integrity:
 - Ensuring that data has not been tampered with, either on the network or in storage. Our goal is to ensure that data integrity is maintained at all levels.
- Availability:
 - Data must be available to those who are authorized to use it. Denial-of-Service attacks are becoming common, and our goal is to ensure that users can access the data they need.

ENFORCEMENT

Anyone found to have violated any of these policies might be subject to disciplinary action, up to and including termination of employment

ACCEPTABLE USE SECTION

Ownership of Network, PC, and Data Resources

All hardware and software are the property of the City of Thief River Falls. Computers and devices are provided to use by staff members for conducting business for the City of Thief River Falls. All workstations, telephones, servers, and other networking devices must be approved by the Information Technology Department before being connected anywhere on the network.

No Privacy of Data

All electronic data, communications, and information, including information transmitted or stored on the electronic systems of the City, remain the property of the City. The City retains the right to access, inspect, monitor, or disclose any material transmitted or received on its electronic systems, including information downloaded from the Internet, or received or sent via e-mail.

Privacy Rights Waiver

Employees should not expect privacy concerning information transmitted, received, or stored on the City's computing resources. By accepting the grant of access to the City of Thief River Falls electronic systems, the employee shall be deemed to have authorized the City to access, inspect, monitor, and disclose material.

Prohibitions and Restrictions on Use

The use of computer resources including the Internet and/or e-mail, whether in-house or external, for any of the following purposes is strictly prohibited:

- To create or transmit material that is designed or likely to threaten, disturb, intimate, or otherwise annoy or offend another, including, but not limited to, broadcasting unsolicited messages, or sending unwanted mail after being advised it is unwanted.
- To create or transmit defamatory material.
- To gain unauthorized access to facilities or services accessible by the city network and intended to be used for official City business or to use such facilities or services in an unauthorized manner.
- To conduct business or engage in any "for-profit" communications or activities.
- To access, view, or obtain any "adult entertainment," pornographic, or obscene material unless it is for work-related investigatory purposes and with the written approval of the department head.
- For political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.
- Placing one's City-issued Internet e-mail address on any Listserv for other than business purposes. If an employee becomes aware that his/her city-issued Internet e-mail address is on a non-business-related Listserv, he/she should promptly request that it be removed and/or unsubscribe.
- To gain commercial or personal profit or advantage, including, but not limited to, selling lists of names, addresses, telephone numbers, or other information generated from City files.
- To create or transmit material in violation of city policy.
- To represent oneself directly or indirectly as conducting City business when using such equipment for incidental purposes.
- To create web pages – No personal web pages may be created, regardless of what server they may reside on. Web pages representing official City information may be created in coordination with the Information Technology Specialist.
- To print lengthy documents except for business purposes.
- To use the Internet and speakers or headsets for audio or video unless it is for City business or training and approved by the City Administrator in writing.
- For any purposes which would be a violation of any City work rules, City ordinances, or state or federal law.

GENERAL EMAIL/INTERNET SECURITY AND USE

General Security Policy

All employees, council members, contractors, vendors, and any other person using or accessing City of Thief River Falls information or information systems must adhere to the following policies:

- All information systems within the City of Thief River Falls are the property of the City of Thief River Falls and will be used in compliance with City of Thief River Falls policy statements.
- Any personal information placed on City of Thief River Falls information system resources becomes the property of the City of Thief River Falls.
- Any attempt to circumvent the City of Thief River Falls security policy statements and procedures (e.g., disconnecting or tunneling a protocol through a firewall) is strictly prohibited.
- Unauthorized use, destruction, modification, and/or distribution of City of Thief River Falls information or information systems is prohibited.
- All users will acknowledge understanding and acceptance by signing the appropriate City of Thief River Falls policy statements before using City of Thief River Falls information assets and information systems.
- At a minimum, all users will be responsible for understanding and complying with the following policy statements:
 - General Security Policy
 - System Security Policy
 - Password System Security
 - Desktop Service Security Policy
 - Internet Acceptable Use Policy
 - Email Security Policy
 - Personal Equipment Policy
 - Virus, Hostile and Malicious Code Policy
- All users will report any irregularities found in information or information systems to the IT department immediately upon detection.
- The City of Thief River Falls information systems and information will be always subject to monitoring. The use of City of Thief River Falls information systems constitutes acceptance of this monitoring policy.
- Use of the any City of Thief River Falls information system or dissemination of information in a manner bringing disrepute, damage, or ill will against City of Thief River Falls is not authorized.
- Release of City of Thief River Falls information will be per City of Thief River Falls policy statements
- Users will not attach their computer, devices, or test equipment to City of Thief River Falls computers or networks without prior approval of the IT department or its designated representative.

System Security Policy

City of Thief River Falls' System Security Policy addresses access control, use of hardware, operating systems, software, servers, and backup requirements for all systems maintained and operated by the City of Thief River Falls.

The System Security Policy applies to all City of Thief River Falls employees, council members, contractors, vendors, and any other person using or accessing City of Thief River Falls information or information systems. Exceptions to this policy must be in written approval by the City Administrator or his or her designated representative to the IT department.

Password System Security

In today's information age, poorly selected, reusable passwords represent the most vulnerable aspects of information security. The City of Thief River Falls has adopted this policy to create security for the systems and data belonging to the city. The purpose of a User ID and password is to create security from unauthorized access to the City of Thief River Falls' systems or confidential data. Passwords must conform to the following criteria:

- Passwords will be a minimum of eight characters
 - Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
 - Must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, \$, #, %)
 - Use passphrases. A good passphrase is unique to you so that you can remember it but is also secret enough that no one else can guess it.
- The sharing of passwords is prohibited.
 - Any suspicious queries regarding passwords will be reported to IT.
 - Passwords will be protected as City of Thief River Falls proprietary information. Writing them down or storing them unencrypted on the information system is prohibited.
 - Users must change their passwords every 60 days and may reuse passwords only after 24 different passwords have been used.
 - Accounts will be locked out after three failed password attempts in 30 minutes. Accounts can be reset by contacting the IT department or by waiting 30 minutes for the account to reset automatically.
 - Users will be forced to unlock their computers using their network password after 10 minutes of inactivity on their desktops.
 - All system passwords will be changed within 24 hours after a possible compromise.
 - When users leave the organization, their accounts will be immediately disabled or deleted.
 - If the user leaving the organization was a privileged user or a network administrator, all system passwords will be changed immediately.

Network Password Security

Network Operations-related Passwords (Servers, Apps, switches, and equipment) are to be stored in secure and password-protected management applications.

Passwords on infrastructure components must be changed at the following times:

- AT least once every 180 days
- If a password or system becomes compromised all infrastructure passwords are to be changed as soon as possible.

Desktop Services Security Policy

The City of Thief River Falls Desktop Services Security Policy addresses the authorized and legitimate use of hardware, operating systems, software, local area network (LAN), file servers, and all other peripherals used to access any City of Thief River Falls information system:

- No software of any kind will be installed onto a laptop or desktop computer without the approval of IT.
- Only system administrators will have the ability to install the software.
- The unauthorized copying or distributing of copyrighted software is a violation of federal copyright law and will not be permitted.
- Personal software will not be installed on any City of Thief River Falls machine.
- Users will not allow non-employees to use any City of Thief River Falls machine or device without the authorization of the IT department.
- The following items are corporate policy for security monitoring:
 - All-City of Thief River Falls systems and network activities will be subject to monitoring. Use of City of Thief River Falls systems and networks constitutes consent to this monitoring.
 - Disabling or interfering with virus protection software is prohibited.
 - Disabling or interfering with logging, auditing, or monitoring software is prohibited.
 - All-City of Thief River Falls desktop services will be subject to inventory and inspection.
 - Security irregularities, incidents, emergencies, and disasters related to City of Thief River Falls information or systems will be reported to the IT department immediately.
- The following items are corporate policy for system usage:
 - Sabotage, destruction, misuse, or unauthorized repairs are prohibited on City of Thief River Falls information systems.
- All repairs will be authorized and performed by the IT department:
 - Desktop resources will not be used to compromise, harm, destroy or modify any other service or resource on the City of Thief River Falls information system.
 - All data on information systems at the City of Thief River Falls is classified as company proprietary information.
 - Users will secure all printed material and other electronic media associated with their use of City of Thief River Falls information and information systems.
 - Storage, development, or the unauthorized use of tools that compromise security (such as password crackers or network sniffers) are prohibited.

Physical Security

Every City of Thief River Falls employee is responsible for maintaining physical security in the City of Thief River Falls' offices. While the need for physical security is obvious for locations such as network operations centers other areas are just as sensitive. There is valuable equipment on desks and other storage areas, and there is sensitive information on desks and laptops. Even how we handle disposing of sensitive materials influences our physical security. The need for physical security extends beyond the walls too. Employees carry valuable information and equipment with them-laptops, smartphones, and custom hardware.

Internet Acceptable Use Policy

Internet access is provided to City of Thief River Falls employees to conduct City of Thief River Falls business. While these resources are to be used primarily for City of Thief River Falls business, the company realizes that employees may occasionally use them for personal matters and therefore provides access to non-offensive personal sites during non-business hours:

- Non-business internet activity will be restricted to non-business hours. City of Thief River Falls actively blocks non-business sites during working hours. Working hours are defined as Monday to Friday from 7 a.m.-noon and 12:45 p.m.-5 p.m.

- The definition of non-business sites is the sole discretion of the City Administrator. This definition can, and will, change without notice as the internet continues to evolve.
- Internet activity will be monitored for misuse.
- Internet activities that can be attributed to a City of Thief River Falls domain address (such as posting to newsgroups, use of chat facilities, and participation in mail lists) must not bring disrepute to the City of Thief River Falls or the associate City of Thief River Falls with controversial issues (e.g., sexually explicit materials).
- Internet use must not harm City of Thief River Falls operations.
- Users will not make unauthorized purchases or business commitments through the internet.
- Internet services will not be used for personal gain.
- Internet users will make full attribution of sources for materials collected from the internet. Plagiarism or violation of copyright is prohibited.
- Release of the City of Thief River Falls proprietary information to the internet (e.g., posting information to a newsgroup) is prohibited.
- All internet users will immediately notify the IT department of any suspicious activity.
- All remote access to the City of Thief River Falls internal network through the internet will be encrypted and authenticated in a manner authorized by the IT department.
- Accessing personal social networking accounts (including but not limited to Facebook, Twitter, Google+, LinkedIn, Foursquare, and Tumblr) or using the City of Thief River Falls email for social networking purposes is prohibited during working hours. The use of social networking sites for specific business purposes must be pre-approved or assigned by the City Administrator or his/her Department Head.
- Downloading software from the internet to a City PC without authorization from the IT Department is prohibited. Doing so could put the city in jeopardy of violating software licensing agreements and/or could contaminate the network with malware or viruses.
- The internet should not be considered a secure network and should not be relied on for the transmission of confidential or sensitive information.

Email Security Policy

The City of Thief River Falls Email Security Policy specifies mechanisms for the protection of information sent or retrieved through email. In addition, the policy guides representatives of the City of Thief River Falls in the acceptable use of email. For this policy, email is described as any computer-based messaging including notes, memos, letters, and data files that may be sent as attachments.

Authorized users are required to adhere to the following policies. Violators of any policy are subject to disciplinary actions, up to and including termination.

The following items are the corporate policy statements for Access Controls:

- All email on the City of Thief River Falls information systems, including personal email, is the property of the City of Thief River Falls. As such, all emails can and will be periodically monitored for compliance with this policy.
- Individual email accounts are intended to be used only by the person to whom they are assigned. Special arrangements can be made to share information between team members, such as between a producer and an account representative. In all other cases, no user is authorized to open or read the email of another without the express consent of the City Administrator and/or a Department Head.
- Email is provided to the users of the City of Thief River Falls primarily to enhance their ability to conduct City of Thief River Falls business.
- An email will be stored on the system up to a maximum of 50 GB per mailbox. Mailbox is defined as the combined total of deleted items, inbox, sent items, and any user-created email folders. Users will receive a

warning message stating that they need to clear out space when their mailbox size is reaching capacity.

- Terminated employees will have all email access immediately blocked.
- Users who leave the company will have all new emails automatically forwarded to their department head, or their designated representative, for 30 days.
- The former employee's department head is responsible for disseminating stored emails to the appropriate party. Thirty days after the date of termination, the former employee's mailbox will be permanently removed from the system.

The following items are the corporate policy statements for Content:

- Use of profane, inappropriate, pornographic, slanderous, or misleading content in email is prohibited.
- Use of email to spam (e.g., global send or mail barrage) is prohibited. This includes the forwarding of chain emails.
- Use of email to communicate sexual or other harassment is prohibited. Users may not include any words or phrases that may be construed as derogatory based on race, color, sex, age, disability, national origin, or any other category.
- Use of email to send unprofessional or derogatory messages is prohibited.
- Forging of email content (e.g., identification or addresses) is prohibited.
- All outgoing emails will automatically include the following statement: "This email is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing, or other use of this email by persons or entities other than the addressee is prohibited. If you have received this email in error, please contact the sender immediately, and delete the material from your computer."

The following items are the corporate policy statements for Usage:

- Any email activity that is in violation of policy statements or that constitutes suspicious or threatening internal or external activity will be reported.
- When sending an email, users should verify all recipients to whom they are sending the message(s).
- Be aware that deleting an email message does not necessarily mean it has been deleted from the system.

Personal Equipment Policy

This policy provides guidelines for using corporate IT support resources for personally owned equipment and related software, including, but not limited to, notebook computers, desktop computers, personal digital assistants (PDAs), smartphones, and cellphones.

While the City of Thief River Falls discourages the usage of personal equipment and will try to accommodate employees' needs. They do recognize that personally owned equipment can play a valuable role in the convenience, efficiency, and productivity of its employees. Nonetheless, the use of corporate resources, human or otherwise, for personal gain must be monitored closely.

As a rule, employees of the City of Thief River Falls will not use or request corporate IT resources in the use, network connectivity, or installation of their personally owned equipment or software.

Personally owned notebooks and desktop computers will not be granted direct physical access to the network. Employees that wish to access the City of Thief River Falls network from a remote location using their personally owned computer may do so using only City of Thief River Falls-authorized software and only with the approval of the City Administrator or their Department Head.

PDAs and smartphones, which include devices using BlackBerry, iPhone, Windows Mobile, Android, Linux, and Palm technologies, will be supported according to the following rules:

- Employees are responsible for learning, administering, installing, and setting up their PDAs or smartphones.
- City IT resources should not be used for assistance in the basic operation of these devices.

- Upon approval, the IT department will install the necessary synchronization software to the employee's desktop or notebook computer.

Virus, Hostile and Malicious Code Security Policy

This policy intends to better protect City of Thief River Falls assets against attack from destructive or malicious programs:

- Any public domain, freeware, or shareware software will be evaluated by the IT department before installation on any company resource.
- No unauthorized software will be downloaded and installed on end-user machines without express approval from the IT department.
- System users will not execute programs of unknown origin, as they may contain malicious logic.
- Only licensed and approved software will be used on any company computing resource.
- All licensed software will be write-protected and stored by the IT department.
- City of Thief River Falls users will scan all files introduced into the environment for virus, hostile and malicious code before use.
- The IT department will ensure that the City of Thief River Falls obtains and deploys the latest in virus protection and detection tools.
- All information systems media, including disks, CDs, and USB drives, introduced to the City of Thief River Falls environment will be scanned for virus, hostile and malicious code.
- All emails will be scanned for virus, hostile and malicious code.
- All internet file transfers will be scanned for virus, hostile and malicious code.
- The unauthorized development, transfer, or execution of virus, hostile and malicious code is strictly prohibited.
- All users will report any suspicious occurrences to his/her supervisor or the IT department immediately.
- All company systems will be protected by a standard virus protection system.
- Virus engines and data files will be updated on at least a monthly basis.
- Viruses that are detected on a user's workstation will be reported to the IT department immediately for action and resolution.
- Irregular behaviors of any software program will be reported to the IT department immediately.

Risk Assessment

Risks are those factors that could affect the confidentiality, availability, and integrity of the City of Thief River Falls' key information assets and systems. Information Technology is responsible for ensuring the integrity, confidentiality, and availability of critical information and computing assets while minimizing the impact of security procedures and policies upon business productivity.

Information Technology will contract with a third-party vendor that will perform periodic information security risks assessments to determine areas of vulnerability. The vendor will be responsible for initiating appropriate vulnerability remediation. A risk assessment can be conducted on any information system, including applications, servers, and networks, and any process or procedure by which these systems are administered and/or maintained.

The execution, development, and implementation of remediation programs are the joint responsibility of Information Technology and the department responsible for the systems that are being assessed. Employees are expected to cooperate fully with any risk assessment being conducted on systems for which they are being accountable. Employees are further expected to participate in the development and implementation of a remediation plan.

City Workstations and Portable Computing Devices Policy

Workstations

Only workstations, approved, purchased, and set up by the Information Technology department may be connected to the City Network.

All software running on City workstations must be properly licensed and proof of this licensing must be available.

PC software falls into one of the following categories:

- Standard Software: This is software that is fully supported by the IT Department. Any new software that is proposed for City-wide use must first be approved by the City Administrator.
- Other Acceptable Software: This software is defined as being of benefit for a particular agency or section. The City Administration and/or Department Head shall approve, and the Information Technology Specialist will install this software. An important guideline to follow when purchasing this type of software is that there should be a business reason to use the software, rather than just personal preference. Support from IT will only be on a “familiarity” basis. Primary software support responsibility belongs to the agency where the software is used. Consideration should be given to the possible need to share data, which is created using this software, with others.
- Unauthorized software: This is software that is not included in either of the above two categories. If any software of this type is found to reside on a city-owned computer, the department head will be notified, and the software may be removed from the network until the situation is corrected.

Portable Computing Devices

This policy covers all City-owned and supported portable computing devices, which consist of smartphones, laptops, and notepads. Only portable devices approved, purchased and set up by the Information Technology Specialist may be used to access network resources. City authorized and supported virus protection, intrusion prevention, and device management software must be installed. Portable device users are responsible for keeping this software updated and shall not disable its facilities. Portable computing devices must require authentication. A two-factor authentication method is preferred, but passwords that meet the City of Thief River Falls Password Policy are acceptable. Users of portable computing devices must comply with the City of Thief River Falls Physical Security Policy. City of Thief River Falls data, which is not part of the public record, should not be stored on portable computing devices. However, if there is no alternative to local storage, all sensitive City of Thief River Falls data (e.g., juvenile information, Police reports, HIPAA-related information, employee SSAN) must be encrypted using approved encryption techniques. Transmission of any information that is not part of the public record is prohibited.

Network Security

Formal Information Technology Permissions

Approval for New Employees

Written permission, e-mail or otherwise, from Human Resources or the City Administrator of the City of Thief River Falls must be attained to add new network accounts, grant network file rights, or search archived e-mail.

Terminated Employees

Network accounts for terminated employees need to be removed from the network promptly. The following groups or individuals are responsible for completing the tasks identified, to complete the account removal process.

Human Resources and/or Payroll

- Notifies the Information Technology Specialist via e-mail that an employee has terminated employment with the City of Thief River Falls.
- Provides IT with the employee's name, department, and last day of employment

Information Technology Department

- Verifies that the terminated employee had a network account.
- Forwards emails to the Department Head and/or designee.

Contracted Vendors

To ensure that a secure method of connectivity is provided between the City of Thief River Falls and contracted vendors, and to provide guidelines for the use of network and computing resources associated with the network connection as defined below.

- The City's connectivity options listed below are the standard methods of providing a third-party network connection. Anything that deviates from these standard methods must have a waiver sign-off by the City.
 - Leased line (i.e., T1): Leased lines for third parties will be terminated on the partner's network.
 - Encrypted Tunnel: Encrypted tunnels must be terminated on the partner's network whenever possible. In certain circumstances, it may be required to terminate an encrypted tunnel on the dirty subnet, in which case the normal City perimeter security measures will control access to internal devices.
 - Third-party browser-based SSL (i.e., WebEx): All connections via browser-based SSL must be initiated and terminated by the city. All connections via browser-based SSL must be terminated by the initiating City employee after the business transaction.
 -
- The contractor will allow only the Contractor's employees approved in advance by the city to access the Network Connection. The contractor shall be solely responsible for ensuring that Authorized Employees are not security risks, and upon the City's request, Contractor will provide the City with any information reasonably necessary for the City to evaluate security issues relating to any Authorized Employee.
- A contractor will promptly notify the city whenever any Authorized Employee leaves Contractor's employ or no longer requires access to the Network Connection.
- Each party will be solely responsible for the selection, implementation, and maintenance of security procedures and policies that are sufficient to ensure that (a) such party's use of the Network Connection is secure and is used only for authorized purposes, and (b) such party's business records and data are protected against improper access, use, loss alteration or destruction.
- The contractor shall notify the City in writing promptly upon a change in the user base for the work performed over the Network Connection or whenever in the Contractor's opinion a change in the connection and/or functional requirements of the Network Connection is necessary.
- The contractor shall notify City within five (5) days of the change in name, address, phone, fax, e-mail of its contact person. It is the Contractor's responsibility to ensure that Contractor has provided all the necessary information and that such information is correct.
- When existing Third Party Network Connections do not meet all the guidelines and requirements outlined in this policy, the City reserves the right to have the Contractor re-engineer those connections as needed.
- All requests for third-party connections must be made via the Information Technology Specialist.
- When possible, third-party (Partner) Access Points (PAPs) should be established in locations such that the cost of the access is minimized. The city will determine each router, protocol, and line type.
- In general, services provided over Third-Party Network Connections should be limited only to those services needed, and only to those devices (hosts, routers, etc.) needed. The city shall not provide blanket access. The City's default policy position is to deny all access and then only allow those specific services that are needed and approved by the City according to the established procedure.
- In no case shall a Third-Party Network Connection to the City be used as the Internet connection for the third party.
- The standard set of allowable services is:
 - Electronic Mail Exchange: Business-related e-mail exchange between the City and third parties may be conducted over the Network Connection as needed. Mail from third-party websites to non-City addresses will not be allowed over the Network Connection.
 - Telnet/SSH Access: Telnet/SSH access will be provided to specific City hosts, as needed. Employees from third parties will only be given accounts on the specific City hosts that are needed as determined by the City. Where possible, router ACLs and static routes will be used to limit the paths of access to other internal City hosts and devices. Note: NIS accounts and directory services are not to be established for employees of third parties who have accounts on City hosts.

- Web Resource Access: Access to internal web resources will be provided on an as-needed basis. Access to the City's public web resources will be accomplished via the normal Internet access for the third party.
- Access to Source Code Repositories: The City shall determine this access on a case-by-case basis.
- Print Services: The City shall determine this access on a case-by-case basis.
- ERP Access: The City shall determine this access on a case-by-case basis.
- All right, title, and interest in and to confidential information shall remain the exclusive property of the City and the confidential information shall be held in trust by Contractor for the benefit of the City. Contractor shall not, directly, or indirectly, use or exploit the confidential information for any operational, commercial, or other purposes whatsoever or in any manner detrimental to the City or disclose, disseminate, impart, or grant access to the confidential information to any person for any purpose.
- Contractor shall not copy, reproduce in any form or store in any retrieval system or database the confidential information without the prior written consent of the City, except for such copies, reproductions, and storage as may be reasonably required internally by Contractor for the purpose for which Contractor receives the confidential information.
- Contractor agrees that at no time shall Contractor, its employees, or agents, authorize a third party to have access to the City's network.
- Security of third-party connections will be achieved by implementing "Access Control Lists" on the Partner Gateway routers to which the third-party websites are connected. The ACLs will restrict access to pre-defined hosts within the internal City network. The ACLs will be determined by the appropriate support organization. A set of default ACLs may be established as a baseline.
- The City shall not have any responsibility for ensuring the protection of third-party information. The third party shall be entirely responsible for providing the appropriate security measures to ensure the protection of their private internal network and information.
- All materials relating to the business and affairs of the City, including, without limitation, all manuals, documents, reports, equipment, working materials, and lists of customers or suppliers prepared by the City or by Contractor during Contractor's employment are for the benefit of the City and are and shall remain the property of the City.

Network Storage

Files that need to be shared by multiple employees or with other City agencies, or need to be stored in a secure, disaster-proof (resistant) environment, should be written to one of our network file servers.

A "USER" directory will be maintained for each employee on a network file server and access to this directory will be exclusive to the employee unless otherwise requested by the City Administrator and/or Department Head.

Use of a common directory, with full rights granted to all employees in each agency, is a common practice and provides a convenient place for agencies to share files with fellow agency employees. However, it should be noted that sensitive information such as juvenile or HIPPA related information should not be stored in these directories.

On each file, the server resides a common directory, which is an ideal place to temporarily store files that need to be shared between departments. Full rights to ALL employees have been granted for this directory, so no sensitive information must be stored in this directory at any time.

Any data that requires encryption, by state, federal, or local statutes, will be stored in separate folders on the network and encrypted using an encryption method that meets or exceeds legal requirements.

All sensitive information should be stored in a secure area of the file server to which only those employees who are authorized have access. If an area does not already exist on the network that is suitable to store this sensitive information, the City Administrator and/or Department Head may contact IT, to have this file structure created.

Virtual Private Network (VPN)

Approved by the City Administrator and/or Department Head City of Thief River Falls employees and authorized third parties (customers, vendors, etc.) shall utilize the benefits of VPNs, which are a "user-managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees.

Additionally:

- It is the responsibility of employees to ensure that unauthorized users are not allowed access to the City of

Thief River Falls internal networks.

- Authentication must use a two-factor authentication method provided by the City of Thief River Falls.
- When actively connected to the city network, VPNs will force all traffic to and from the PC over the VPN tunnel. All other traffic will be dropped.
- Client software must provide an embedded firewall feature, which must be active.
- All computers must use up-to-date anti-virus software.
- All computers must have the most current operating system security patches applied.
- Users will be automatically disconnected from the City of Thief River Falls network after 60 minutes of inactivity.
- The VPN session is limited to an absolute connection time of 24 hours.
- All-City employees must use a city-owned laptop and have a bona fide business need to access the City's internal network via VPN.
- Users of computers that are not City of Thief River Falls-owned equipment must configure the equipment to comply with City of Thief River Falls' *VPN* and *Network Connection* policies.
- Only City-approved VPN clients may be used.
- By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of the City of Thief River Falls network, and as such are subject to the same rules and regulations that apply to City of Thief River Falls-owned equipment, i.e., their machines must be configured to comply with City of Thief River Falls Security Policies and Procedures.

Data Backup and Restore Policy

Files that are under the City of Thief River Falls records retention guidelines are the responsibility of the user and department. Such files must be maintained in a retrievable form independent of back-ups. Although backup media may contain files that are under record retention policies, back-ups are intended to restore files, not to maintain them for long-term use.

Backups of all data on the network servers are done daily during non-peak network utilization times. These non-peak periods occur between the hours of 5:00 PM and 7:00 AM Monday through Friday and on weekends from 5:00 PM on Friday until 7:00 AM on Monday. Incremental backups (files that have been modified since the last Full backup) are done on weekdays (Monday through Thursday). Incremental backup will also be done on Fridays when a weekend full backup is not scheduled for those servers. Full backups (all files on the network servers) are done on the weekend.

Daily incremental backup media will be retained for one week and then overwritten. Weekly backup media will be retained for (4 weeks) and then overwritten. Monthly backup tape copies will be retained for 3 months and then overwritten.

Requests to restore data should be directed to IT via e-mail. Restore requests involving data that is not normally accessible to the requestor such as another user's or agency's files must be made by submitting a written request from the City Administrator and/or Department Head to IT.

City of Thief River Falls Cybersecurity Policy

I have read and been informed about the content, requirements, and expectations of the Cybersecurity Policy for employees, elected officials and vendors of the City of Thief River Falls.

Please read the policy carefully to ensure that you understand the policy before signing this document.

Signature: _____

Printed Name: _____

Date: _____



City of Thief River Falls

405 Third Street East • PO Box 528
Thief River Falls MN 56701-0528

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Request for Council Action

DATE: 12/21/2021

SUBJECT: Authorization to approve the Mutual Aid Agreement between the Pennington County Sheriff's office and the Thief River Falls Police Department for the joint Special Response Team.

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Safety/Liquor Committee recommendation:

MOTION TO: To Approve the Mutual Aid Agreement between the Pennington County Sheriff's Office and the Thief River Falls Police Department for the Joint Special Response Team and for Signature by the Mayor and Chief.

BACKGROUND: The joint Thief River Falls Police Department and Pennington County Sheriff's Office will include 9 police officers from the Police Department and 4 deputies from the Sheriff's. The mission of the Special Response Team (SRT) team is to respond to high risk, dangerous, or potentially dangerous situations that the general patrol officer does not have the resources sufficient to resolve. The SRT will accomplish this through the use of special tools and tactics designed to reduce the risk of injury or death to the officers, subject, and the public. This will be accomplished through a higher level of training and standards meant to provide a team that can work in concert to achieve a desired outcome in any given situation.

The SRT is a collaboration of highly motivated Officers and Deputies that possess a higher level of training than the general patrol officer. The Special Response team will train together to a level that will allow them to work as a cohesive unit. The SRT will be available upon request for any call for assistance within Pennington County. They will utilize specialized tools and tactics designed to address a dangerous situation in the safest most professional manner possible.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Chief of Police, Marissa Adam

ATTACHMENTS:

1.	Emergency Response Aid Agreement November 2021
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Emergency Response Mutual Aid Agreement – November 2021

THIS AGREEMENT made and entered into, by and between the City of Thief River Falls, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "Thief River Falls", the County of Pennington, a political subdivision of the State of Minnesota, hereinafter referred to as "Pennington County"; pursuant to the authority referred upon the parties by Minnesota Statutes Section 471.59, to establish a Special Response Team, hereinafter referred to as "Thief River Falls/Pennington County SRT Team", with the authority and responsibility to provide emergency law enforcement response to the participating jurisdiction in the event of situations where regular patrol officer resources would not be sufficient to resolve a situation, civil disturbances, natural disasters or catastrophic incidents.

WITNESSETH:

WHEREAS, local law enforcement entities within the above-named participating jurisdictions are all empowered by Minnesota Statutes to provide emergency law enforcement response services and have legal authority to send emergency response equipment and personnel to the other participating jurisdictions; and

WHEREAS, the individual law enforcement entities are of insufficient size, and are insufficiently equipped and trained to adequately respond to infrequent and unpredictable natural disaster, civil disturbance, catastrophic incidents, or those situations where regular patrol officer resources would not be sufficient to resolve a situation; and

WHEREAS, the combination of said law enforcement entities provide adequate size of force, and would permit adequate training of and equipment for a special response team; and

WHEREAS, Thief River Falls and Pennington County desire to make available to each other members of their respective law enforcement agencies to form and constitute one special response team to serve the respective participating jurisdictions; and

WHEREAS, Minnesota Statutes Section 471.59 authorizes the participating jurisdictions to enter into a Joint Powers Agreement to provide the aforementioned emergency response mutual aid.

NOW, THEREFORE, pursuant to the authority granted by Minnesota Statutes Section 471.59, it is agreed by and between the parties as follows:

1. The Thief River Falls/Pennington County SRT, comprised of licensed emergency personnel from each of the participating jurisdictions, is hereby created to provide emergency response services and personnel to each of the participating jurisdictions in the event of a natural disaster, civil disturbances, catastrophic incidents or those situations where regular patrol officer resources would not be sufficient to resolve a situation; and
2. The purpose of the Thief River Falls/Pennington County SRT shall be to establish, train, equip and operate a pool of trained and experienced Law Enforcement Officers, Communication Officers and medics from among the officers of the participating jurisdictions, who, as a team, shall be available to each of the participating jurisdictions in the event of an emergency beyond the capability of the local law enforcement entity, for the enforcement of law, the protection of lives and property and the alleviation of suffering and the maintenance of order.
3. If an emergency arises in any of the participating jurisdictions, the applicable law enforcement agencies may call upon the Thief River Falls/Pennington County SRT for assistance.
4. The immediate control and management of the Thief River Falls/Pennington County SRT shall be under the control of the Team Commander and consistent with the rules, regulations, policies and management guidelines established and approved by the Chief Law Enforcement Officers of the participating jurisdictions. Rules, regulations and policies shall be established for the training and operation of the Thief River Falls/Pennington County SRT to include establishment of a team organizational structure. The rules, regulations and policy shall be consistent with the policies and procedures of each participating law enforcement agency. The rules, regulations and policies shall further provide for the acquisition and disposition of property of the team as shall be suitable and convenient for the performance of the purposes of the team. The Team Commander shall make annual reports to the CLEO's of the participating agencies.
5. Any contract entered into by the team and purchases made shall conform to the requirements of law applicable to the participating jurisdictions.

6. Each participating jurisdiction shall, in accordance with the rules and regulations and policies of the team, from time to time, commit to the team such number of personnel as the jurisdiction shall deem consistent within its capabilities, which contingent of personnel shall then be subject to the direction of the Team Commander. Such contingent, during both training sessions and actual service in the event of a natural disaster, civil disturbance, catastrophic incident or those situations where regular patrol officer resources would not be sufficient to resolve a situation; shall be deemed employees of, and in the course of their duty and employment by the jurisdiction committing them to the Thief River/Pennington County SRT.
7. Each participating jurisdiction shall be responsible for the wages of their respective employees during training and actual service, together with the use of such existing equipment, vehicles, communications, storage space, and like facilities, which it may determine to be feasible.
8. In the event of a call for assistance, the Thief River/Pennington County SRT shall promptly dispatch an adequate number of members of the team to assist in the emergency or to ready stand by services as the case may be, provided that no law enforcement agency of any of the said participating jurisdictions shall be obligated to send its team member(s) beyond its boundaries if to do so would leave such a jurisdiction without adequate personnel available within its limits for law enforcement service at any incident which may be subsequently arise therein. In extreme emergencies however, every effort will be made to redistribute emergency team membership and equipment so as to make it available for any additional emergency which may arise during the initial emergency call.
9. The Thief River/Pennington County SRT personnel and equipment, in an emergency, will be under the command of the Team Commander, but shall work cooperatively with law enforcement personnel of the jurisdictional body within whose boundaries the emergency situated.
10. The Chief Law Enforcement Officer or other responsible person from any participating law enforcement agency shall have the right to withdraw or limit the participation of their Thief River/Pennington County SRT members from an emergency situation if participation of that member(s) is contrary to the practices and procedures established by that law enforcement agency, or, if to obligate such members would leave such jurisdiction without adequate personnel available within its limits for law enforcement services at any incident which may subsequently arise therein.

11. It shall be the duty of the Team Commander to establish liaison with the Bureau of Criminal Apprehension, the Minnesota State Patrol, the Civil Air Patrol, and National Guard, Emergency Management or other departments necessary to carry out the purposes of this agreement.
12. Each of the participating jurisdictions herein shall maintain insurance policies covering their own equipment and personnel while engaged in furnishing assistance as part of the Thief River/Pennington County SRT under this agreement, and each will maintain general liability insurance protection itself against the claims of 3rd parties. (??)
13. No party to the Agreement nor any Thief River/Pennington County SRT members from such jurisdiction shall be liable to any other party or to any other person on account of failure of the participating jurisdictions to furnish emergency response equipment or personnel to call for assistance in any other jurisdiction. Each governmental unit retains the financial responsibility for workers' compensation benefits for its own employees and for any injuries that occur in mutual aid situations
14. No liability shall be incurred by a jurisdiction which shall have summoned assistance under this Agreement for damage to, or destruction of, emergency response equipment of a jurisdiction rendering assistance unless such damage or destruction shall be caused by negligent or malicious conduct of any officer or employee of the jurisdiction which have summoned such assistance.
15. Each participating jurisdiction shall fully indemnify and hold harmless the other members against all claims, losses, damage, liability, suits, judgements, costs and expenses by reason of action or inaction of the employees assigned to Thief River/Pennington County SRT. This agreement to indemnify and hold harmless does not constitute a waiver by any member of the limitations on liability provided by Minnesota Statutes, Chapter 466. Agencies should also agree not to bring claims against the other governmental units to recover the cost of workers' compensation benefits to its employees. Agencies shall hold harmless for actions by officers in each other's jurisdiction and not file claim, hold liable and/or suit against the other jurisdiction.
16. This Agreement shall remain in full force and effect until it shall be terminated in the manner provided herein.

17. The Agreement may be terminated upon agreement of the parties. Any party hereto may withdraw from the Agreement by 30 days written notice to the other participating jurisdictions.
18. Upon termination or withdrawal, all property shall be disposed of as the remaining parties shall agree, and all surpluses remaining after payments or performance of all obligations arising out of this Agreement or the operation of the Thief River/Pennington County SRT shall be paid to the remaining parties in equal share.
(??)
19. Other law enforcement agencies from within the participating jurisdiction or from the adjoining jurisdictions, may become a member of Thief River/Pennington County SRT by agreement of the participating jurisdictions and by executing an addendum to this Agreement and depositing same with the Team Commander.

See signature page

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by the authority of their respective governing bodies.

CITY OF THIEF RIVER FALLS, MINNESOTA

BY: _____

Marissa Adam, Chief of Police

DATE: _____

PENNINGTON COUNTY, MINNESOTA

BY: _____

Ray Kuznia, Sheriff

DATE: _____

Mayor of Thief River Falls, MINNSOTA

BY: _____

Brian Holmer, Mayor

DATE: _____



City of Thief River Falls

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Request for Council Action

DATE: 12/21/2021

SUBJECT: Approve a change order to eliminate the construction of the side trail to Belleville Court from the Franklin School Trail.

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendation:

MOTION TO: Approve a change order to eliminate the construction of the side trail to Belleville Court from the Franklin School Trail. Widseth Engineering has determined the removal of the side trail construction would result in a \$19,039.10 decrease in project cost.

BACKGROUND: In early 2019 the city was awarded a Safe Routes to School (SRTS) grant to construct a 10-foot wide multi-use trail in the former County Ditch 1 easement from Greenwood Street to Edgewood Drive, with a connection to Belleville Court, and from Edgewood Drive through a pedestrian easement to the east side of Franklin Middle School. A second trail would be constructed from Edgewood Drive to Spruce Avenue along the south side of Gulf Street. This project was developed with full cooperation and support from ISD 564.

KEY ISSUES: At the start of the project construction in late September of 2021 the two properties owners adjacent to the Belleville Court trail connection objected to the trail. Construction was suspended on that portion of the project and the property owners were given the opportunity to attend a Public Works Committee meeting on October 13th, 2021 to voice their opinions, resulting in a public hearing on December 7th, 2021 at City Council Chambers.

FINANCIAL CONSIDERATIONS: This project is being funded with SRTS grant and local funds.

LEGAL CONSIDERATION: Reviewed by Delray Sparby.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/21/2021

SUBJECT: 2022 Public Improvements Feasibility Report

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendation:

MOTION TO: Call for a Feasibility Report for the potential 2022 Street & Utilities Improvements.

BACKGROUND: The following list of potential improvements is based on items from the City's Capital Improvement Program, items requested by developers, and other departments requests.

- Resurfacing and improvements on State, Arnold, Duluth, and Knight Avenues.
- Resurfacing on 5th, 7th, 8th, and 9th streets from State Avenue to Main Avenue.

KEY ISSUES: The City needs to begin the process of discussing items to be included in a public improvement project in 2022 to assure adequate time for a project hearing and construction drawings preparation to have a project ready to bid in the Spring of 2022 for completion next fall.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director.

ATTACHMENTS:

1.	21Dec16 Travis B Variable Resurface Update
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Request for Council Action

DATE: 12/21/2021

SUBJECT: Approval of 2021 MAPS Contract and revision to City Administrator and Human Resources Specialist Agreements

RECOMMENDATION: It is respectfully requested the City Council accept the findings of the Ad-Hoc Labor Committee and approve the MAPS contract and Memo of Understandings for the City Administrator and Human Resources Specialist for year 2021.

MOTION TO: Approval of 2021 MAPS Contract and revision to City Administrator and Human Resources Specialist Agreements.

BACKGROUND: The current MAPS bargaining contract expired on December 31, 2020. The MAPS Bargaining Unit and the Ad-Hoc Labor Committee have met in negotiations over the last year and have reached a tentative agreement for year 2021. The proposed contract includes a wage increase in the amount of 1.75% for 2021 retroactive to January 1, 2021.

The MAPS Bargaining unit members have voted on, and approved, the proposed 2021 contract as negotiated.

The City Administrator and Human Resources Specialist will receive wage increases 1.75% retroactive to January 1st 2021.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/21/2021

SUBJECT:

RECOMMENDATION: It is respectfully requested the Council consider the following recommendation from the Administration Committee:

MOTION TO: Approve the Tyler Technologies change order quote for Incode 10 Customer Relationship Management Suite, Additional Handheld Meter-Reader Interface and Meter Data Sync with Scheduler and then not to go Forward with the Executime Timecard Software for Payroll.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Contract total is \$16,810.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None

**CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY**

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
<u>RBC</u>						
Goldman Sachs BK SLT Lake City	Certificate of Deposit - Brokered	\$200,000	24-Jan-22	2.95%	23-Jul-19	\$200,854.00
Texas Echange Bk Crowley	Certificate of Deposit - Brokered	\$249,000	25-Mar-22	1.00%	27-Apr-20	\$249,659.85
Albertville Ala Taxable GO	Certificate of Deposit - Brokered	\$255,000	01-Jun-22	0.64%	01-Jun-21	\$255,402.90
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$82,000	23-Aug-22	2.35%	23-Aug-22	\$83,282.48
Bank Hapoalim BM New York	Certificate of Deposit - Brokered	\$171,000	26-Feb-21	0.25%	26-Aug-22	\$171,032.49
BMW Bnk North Amer Salt Lake	Certificate of Deposit - Brokered	\$209,000	11-Oct-23	1.85%	11-Apr-20	\$214,270.98
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	15-May-24	2.75%	15-May-19	\$261,474.90
New York Community Bank	Certificate of Deposit - Brokered	\$183,000	03-Jun-24	0.30%	03-Dec-21	\$181,122.42
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	\$500,000	01-Oct-24	2.25%	12-Aug-20	\$518,510.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$251,700.75
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$183,366.00
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$240,039.42
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.40%	30-Jun-21	\$247,174.83
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$241,709.65
Defiance Ohio City Sch Dist	Certificate of Deposit - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$475,832.50
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$185,215.80
Plattsburgh NY Pub Impt Bnds	Bond - Brokered	\$200,000	01-Nov-22	2.25%	02-Nov-17	\$202,670.00
RBC INVESTMENTS						\$4,163,318.97
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-19	0.65%	16-Dec-21	\$100,000.00
BORDER STATE BANK INVESTMENTS						\$100,000.00

Western Alliance Bank	Certificate of Deposit - Brokered	\$245,300	22-Apr-22	0.200%	\$249,500.00
Servisfirst Bank	Certificate of Deposit - Brokered	\$248,600	05-Jul-22	0.160%	\$249,500.00
Greenstate Credit Union	Certificate of Deposit - Brokered	\$249,200	19-Dec-22	0.210%	\$249,200.00
4M INVESTMENTS					\$748,200.00

TOTAL CD INVESTMENTS	\$5,011,518.97
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MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	1.43%	\$3,167,891.15
RBC	US Govt Money Market Fund	0.95%	\$0.05
League of Minnesota Cities	4M Money Market Fund	2.16%	\$6,502,954.13
League of Minnesota Cities	4M Plus Fund	2.20%	\$25,774.32
League of Minnesota Cities	4M LTD Account		\$748,775.36

TOTAL MONEY MARKET SAVINGS	\$10,445,395.01
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GRAND TOTAL	11/30/2021	\$15,456,913.98
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*Interest paid every 6 months.

Advance Thief River Activity Report

December 15, 2021

Submitted by Michelle Landsverk

Entrepreneur Support

- It has been a little over a year since we launched TREK. We have learned quite a bit during that time. We have turned our primary focus to entrepreneurs who are in the process of starting up or who have recently started up. The TREK platform provides an excellent way to support these emerging entrepreneurs. We are doubling down on our efforts to bring people to these meetings who provide support for entrepreneurs—business finance people, business coaches and mentors, etc. This is a friendly place for new entrepreneurs to vet their ideas, ask questions, and receive the support and access to the resources they need.
- We hope to meet with UMC Veden Center soon to lay out the details for the entrepreneur training that is funded through the recent grant award from DEED. (See the Grand Forks Herald article at the end of this report.)
- We will continue to connect with SCORE for those entrepreneurs that need intensive coaching/mentoring. I am working with my SCORE contact to reach out to a few local SCORE candidates. If there is interest, we will meet with these candidates to talk about what it means to be a SCORE volunteer, the time commitment, training, process, etc. Meantime, we are hoping to get a SCORE volunteer to regularly attend our TREK meetings.
- In our partnership with SCORE, we ask that people refer businesses to ATR as a first step. Some people and businesses can be served directly. By having them contact me first, I can make that determination and refer them on if needed. The desired process would be to start with the local conversation, refer to SCORE if indicated, follow up in a few weeks to make sure they received the help needed and work with them on next steps.

Childcare

- Childcare Economic Development—we are in the process of applying for funding from First Children's Finance for their Rural Child Care Innovation program. The Rural Child Care Innovation Program (RCCIP) is an innovative community engagement process designed to increase the supply of high-quality affordable childcare in rural communities. The purpose of RCCIP is to guide communities in identifying the scope and size of their childcare challenges, and to empower and support communities to develop solutions to address these challenges.
- I have set up a Facebook childcare group page @AdvanceTRFChildcare. I have agreed to setup and administer the page and will continue to actively participate in the taskforce. We are using the page to provide resources to support childcare startups as well as inform the public and keep the issue on the front burner. I recently shared a childcare startup template published by Northwest Minnesota Foundation, and a series of trainings being offered by First Children's Finance. If a provider completes the training, they receive a grant.

Talent Taskforce

- The Talent Taskforce has fulfilled its purpose for 2021: to identify primary challenges area employers are having filling open positions and identify 1-3 strategies to address those challenges. Strategies identified included: (1) job fairs; (2) strengthening K12 career awareness, connection, and preparation; and (3) area marketing. We plan to continue working on all three focus areas into 2022. The taskforce will be deciding

on whether to continue meeting on a monthly basis or moving to quarterly face-to-face meetings open to all employers in the community, bringing in a guest speaker on a specific workforce topic or program.

Promotion

- I have reached out to the Minneapolis Star Tribune for a quote on digital advertising with the idea that this would be a good market for us to tap into, promoting the area as a great place to live.
- I have made numerous updates to the wheretworiversmeet.com website, adding the “Come Home to Thief River Falls” stories and videos.

Recruiting Businesses

- I am working through a list of eleven prospects that are looking for a location to expand their business. I hope to identify 3-4 of the best prospects and create a marketing proposal, tailored to each. Considerations will include assessing fit for our community, number of jobs, and our ability to meet the candidate’s location requirements.

(Article from the Grand Forks Herald)

December 3, 2021

Minnesota DEED grant to fund University of Minnesota Crookston rural business development program

[Minnesota DEED grant to fund University of Minnesota Crookston rural business development program | Grand Forks Herald](#)

The University of Minnesota Crookston’s Veden Center for Rural Economic Development was awarded a \$237,217 Small Business Partnership Grant from DEED, which will fund a program that will provide businesses with education, networking and marketing services at little to no cost.

Written By: Ingrid Harbo | 2:30 pm, Dec. 3, 2021

CROOKSTON – A recent Minnesota Department of Employment and Economic Development grant will help fund a program that will benefit small businesses and students in the region.

The University of Minnesota Crookston’s Veden Center for Rural Economic Development was awarded a \$237,217 Small Business Partnership Grant from DEED, which will fund a program that will provide businesses with education, networking and marketing services at little to no cost.

DEED awarded Small Business Partnership Grants to 37 nonprofit and public organizations, for a total \$9.8 million, to support entrepreneurs and small businesses in the state. The grant program is targeted to organizations that provide business development and technical assistance services to entrepreneurs and small businesses.

Mitchell Berg, associate director of the Veden Center, said the program grant money will be used to repurpose services that the Veden Center has offered in the past with a new focus on entrepreneurship and business development in a post-COVID world. The project will consist of five different components: three sets of business certificate courses with focuses on entrepreneurship, QuickBook training and financial resiliency, two

years of networking support and an internship program. The program will be open to businesses at all stages – from entrepreneurs with ideas to established small businesses hoping to refine their operations.

The DEED grant will cover all or most of the cost of classes, networking and hiring an intern. As the details of the program are still being developed, Berg says the center is looking for ways to cut even more costs for businesses.

“For instance, with the QuickBooks training, we’ve got it in the grant that whoever takes the class can receive, up to a certain amount of time, a free QuickBooks membership,” said Berg. “The thing we don’t want to do with these classes is offer them and then they find out they have to buy a \$500 software package.”

Providing services like training courses and networking services for free will help small businesses get ahead, said Rachel Lundbohm, assistant professor of management at UMC and a Veden fellow.

“It’s helping them to launch and grow their business without having the added expenses that would come along if they had to pay somebody to do that,” said Lundbohm.

Businesses are not the only ones that will benefit from the program. Lundbohm says at UMC, most majors require students to complete internships for their degrees. The Veden Center will help pair participating businesses with interns from UMC to assist with tasks like marketing and branding. Interns will be paid for their work through the Veden Center with DEED grant dollars, taking the financial burden of paying interns off the shoulders of small businesses.

“It’s kind of a win-win. The students get real, hands-on experiences working with real businesses, and then the businesses in turn get really valuable assistance from the students,” said Lundbohm.

The Veden Center has partnered with Advance Thief River and the Fosston Economic Development Authority to grow its grant-funded program’s reach, but Berg says entrepreneurs and small businesses owners from all over the region will be eligible to participate.

“We’re going to be able to serve a broad 11-county area, so East Grand Forks up to Kittson County, and to some extent Mahanomen and even Bemidji,” he said.

Along with helping rural businesses, the Veden Center has also historically provided services to Black, Indigenous and People of Color (BIPOC) led businesses. In 2020, the [center received a grant from the United States Department of Agriculture to fund a program called Mano Amiga](#), which helped Latino-owned businesses grow and develop. Berg says the DEED grant will help the Veden Center continue to extend its services to diverse communities.

“Our focus is supporting not just rural Minnesota or the region, but we’ve also got a focus on supporting BIPOC businesses,” Berg said. “So the Veden Center is excited to be a recipient of the Small Business Development Partnership Grant, because we really want to help grow entrepreneurship within the region and expand and diversify the economy.”